



**Regular Meeting of the  
Board of Trustees**

**Agenda**

**Tuesday, May 20, 2025**

- I. CALL TO ORDER** May 20, 2025 at 6:30 p.m.  
Boardroom, A-300
- II. PLEDGE OF ALLEGIANCE**
- III. ROLL CALL**
- IV. APPROVAL OF BOARD MINUTES – VOLUME LXI**  
Minutes of the Organizational Board Meeting of April 22, 2025, No. 15  
Minutes of the Regular Board Meeting of April 22, 2025, No. 16
- V. COMMENTS ON THIS AGENDA**
- VI. CITIZEN PARTICIPATION**
- VII. REPORTS/ANNOUNCEMENTS – Employee Groups**
- VIII. STUDENT SENATE REPORT**
- IX. BOARD COMMITTEE REPORTS**
  - A. Academic Affairs/Student Affairs
  - B. Finance/Maintenance & Operations
- X. ADMINISTRATIVE REPORT**
- XI. PRESIDENT’S REPORT**
- XII. CHAIRMAN’S REPORT**
- XIII. NEW BUSINESS**
  - A. Board Policy – First Reading  
Business Services  
3320 Travel – Board of Trustees and all College Employees

Student Affairs

- 5208 Academic Honesty
- 6080 Course Syllabi

Board Policy – Second Reading

Student Affairs

- 6175 Harassment, Discrimination, and Misconduct

B. Action Exhibits

- 17210 Authorization to Contract with BluSky Restoration for Emergency Water Damage Remediation to R Building Theatre – Confirmation of Board Poll
- 17211 Trustee Travel Request
- 17212 Budget Transfers
- 17213 Resolution Authorizing Public Hearing on Proposed FY 26 Budget
- 17214 College Curriculum Committee Recommendations
- 17215 Automotive Video Innovations, Inc. Hybrid Training Tools
- 17216 Mobile Train “Electric Vehicle Charging Station Trainer, Wallbox, Level 2, 240V”
- 17217 Summer 2025 College for Kids Camp with District 97
- 17218 Summer 2025 College for Kids Camp with Friday Night Place
- 17219 Revised CARLI I-Share Membership Agreement
- 17220 CARLI Library Membership and Database Purchases
- 17221 Library Membership and Databases Purchases through NILRC
- 17222 Student Community Employment Experience with the Pearl of Hillside
- 17223 Agreement with Interstate Outdoor Advertising
- 17224 Agreement with Effectv – a Comcast Company (Digital and Television)
- 17225 Agreement with Total Traffic and Weather Network
- 17226 Agreement with iHeart Media (Digital Advertising)
- 17227 Agreement with iHeart Media (Radio)
- 17228 American Digital – Purchase of Network Hardware
- 17229 CDW Government – Purchase of Computer Software and Peripherals
- 17230 Heartland Business Systems – Purchase of Computer Hardware, Software and Peripherals
- 17231 Sound Incorporated – Access Control Hardware
- 17232 Pitney Bowes Service Agreement
- 17233 Purchase of College Source Transferology Subscription Upgrade
- 17234 FY26-FY30 Negotiated Agreement with Triton College Stationary Engineers Local 399

C. Purchasing Schedules

D. Bills and Invoices

E. Closed Session – To discuss and consider the hiring, discipline, performance, and compensation of certain personnel, matters of collective bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation.

F. Human Resources Report

**XIV. COMMUNICATIONS – INFORMATION**

A. Human Resources Information Materials

B. Informational Material

**XV. ADJOURNMENT**

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the organizational meeting of the Board of Trustees to order in the Boardroom at 6:53 p.m. Following the Pledge of Allegiance, roll call was taken.

Present: Ms. Kailee Harper, Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter, Mr. Rich Regan, Mr. Mark Stephens, Ms. Diane Viverito.

**TRUSTEE TO ATTEND VIRTUALLY**

Mr. Regan made a motion, seconded by Mrs. Potter to allow Mr. Casson to attend the meeting via telephone. Voice vote carried the motion unanimously and Mr. Casson joined the meeting at 6:55 p.m.

**CITIZEN PARTICIPATION**

None

**REORGANIZATION OF THE BOARD**

Mr. Stephens shared the results from the Cook County Clerk for the office of Trustee of Community College District 504, Triton College, in the April 1, 2025 Consolidated Election.

For 6-year full terms:

Glover “Tres” Johnson	23,902
Diane M. Viverito	23,239
Rich Regan	22,521
Princess Dempsey	15,123

Mr. Jennings made a motion, seconded by Mr. Regan, to accept those results. Voice vote carried the motion unanimously.

**OATH OF OFFICE FOR RE-ELECTED TRUSTEES**

Attorney Sarie Winner administered the oath of office to newly re-elected Trustees: Diane M. Viverito, Rich Regan, and Glover “Tres” Johnson.

**BOARD OFFICERS**

**Member to serve as Chairperson of the Board**

Ms. Viverito made a motion in nomination of Mark Stephens as Chairman of the Board, seconded by Mr. Regan.

Roll Call Vote:

Affirmative: Ms. Harper, Mr. Jennings, Mrs. Potter, Mr. Regan, Mr. Stephens,  
Ms.Viverito.

Negative: Mr. Casson, Mr. Johnson.

**Member to serve as Vice Chairperson of the Board**

Mr. Jennings made a motion in nomination of Diane Viverito as Vice Chairwoman of the Board, seconded by Mr. Casson.

Affirmative: Ms. Harper, Mr. Jennings, Mrs. Potter, Mr. Regan, Mr. Stephens,  
Ms. Viverito.  
Negative: Mr. Casson, Mr. Johnson

**Member to serve as Secretary of the Board**

Ms. Viverito made a motion in nomination of Tracy Jennings as Secretary of the Board, seconded by Mr. Johnson. Voice vote carried the motion unanimously.

**BOARD APPOINTMENTS**

Mr. Stephens stated that current appointments will continue for another year, as listed below.

**Treasurer**

Vice President of Business Services Sean Sullivan was appointed Treasurer.

**Attorney**

Winner Law and Franczek P.C. were appointed Attorneys.

**Auditors**

Crowe LLP was appointed Auditors.

**Architects**

Arcon & Associates was appointed Architects.

**Board Representatives to Outside Organizations**

Tracy Jennings will continue as Board Representative to the Illinois Community College Trustees Association (ICCTA). Diane Viverito will continue as Board representative to the American Association of Community Colleges (AACC).

**Board Committee Appointments**

Diane Viverito was appointed Chair of the Board Academic Affairs/Student Affairs Committee with Tres Johnson as member. Elizabeth Potter was appointed Chair of the Board Finance/Maintenance & Operations Committee with Tracy Jennings as member. The full Board will serve as the Auditing Committee.

**NEW BUSINESS**

**ACTION EXHIBITS**

**17193 Regular Board Meeting Dates for Calendar Year 2026**

Board meeting dates for 2026 are: January 27, February 17, March 17, April 21, May 19, June 16, July 21, August 25, September 22, October 20, November 17, December 17.

Ms. Viverito made a motion, seconded by Mrs. Potter, to approve the Regular Board Meeting Dates for Calendar Year 2026. Voice vote carried the motion unanimously.

**17194 Selection of Student Member of the Board of Trustees**

In the Triton College Student Association Board election held on April 10 and 11, 2025, Jerrell T. David was elected as Student Trustee.

Mr. Regan made a motion, seconded by Mr. Johnson, to approve the Selection of Student Member of the Board of Trustees. Voice vote carried the motion unanimously.

**OATH OF OFFICE FOR STUDENT TRUSTEE**

Attorney Sarie Winner administered the oath of office to newly-elected Student Trustee Jerrell T. David.

**RECOGNITION OF OUTGOING STUDENT TRUSTEE**

President Moore presented a plaque to Ms. Harper, thanking her for her service to the Board of Trustees and students of Triton College. Ms. Harper expressed her gratitude for this great opportunity and shared that she would be continuing her education at UIC.

**ADJOURNMENT**

Motion was made by Ms. Viverito to adjourn the meeting, seconded by Mr. Jennings. Voice vote carried the motion unanimously. The organizational meeting was adjourned at 7:04 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Tracy Jennings  
Board Secretary

Margaret Kluza  
Margaret Kluza, Recording Secretary

**CALL TO ORDER/ROLL CALL**

Chairman Mark Stephens called the regular meeting of the Board of Trustees to order in the Boardroom at 7:07 p.m. The following roll call was taken.

Present: Mr. Jerrell David, Mr. Tracy Jennings, Mr. Glover Johnson, Mrs. Elizabeth Potter, Mr. Rich Regan, Mr. Mark Stephens, Ms. Diane Viverito.

**TRUSTEE TO ATTEND VIRTUALLY**

Mr. Johnson made a motion, seconded by Mr. Regan to allow Mr. Casson to attend the meeting via telephone. Voice vote carried the motion unanimously and Mr. Casson joined the meeting via telephone.

**APPROVAL OF BOARD MINUTES**

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve the minutes of the Special Board Meeting of March 5, 2025. Voice vote carried the motion unanimously.

Mrs. Potter made a motion, seconded by Mr. Regan to approve the minutes of the Regular Board Meeting of March 25, 2025. Voice vote carried the motion unanimously.

Mr. Jennings made a motion, seconded by Mr. Regan to approve the minutes of the Regular Board Meeting of March 25, 2025. Voice vote carried the motion unanimously.

**COMMENTS ON THIS AGENDA**

None.

**CITIZEN PARTICIPATION**

Gary Feltman, an activist from Elmwood Park, addressed the Board on safety issues and radiation risks connected to wireless technology and cellular towers situated in close proximity to Triton College. Mr. Feltman came back (He presented to the Board in December 2024.) to re-emphasize the urgency of the issue and stressed that, as an educational institution, Triton should provide a safe learning and working environment to all staff, students, and community members.

Mary Alexander, a nursing student at Triton College and President of the Student Nurses Association, highlighted concerns and disruptions within the nursing program and requested immediate intervention. The list of those challenges included lack of a dedicated lab instructor, impacting the quality and safety of lab experience; disruptions in class schedules due to staffing shortages; and insufficient instruction materials or broken equipment. Ms. Alexander also mentioned clinical site changes without adequate notification, leaving students with no guidance and negatively impacting their educational experience. As most troubling, however, she admitted, was an intimidating and often aggressive conduct by the college leadership, particularly by the Dean of Health Careers & Public Service Program, and lack of effective and respectful communication between faculty, students, and management.

Jocelyn Hernandez, a nursing student that addressed the Board on behalf of Evelyn Amigon, shared her frustration with the Nursing program pitfalls and asked administration for a proper intervention.

Kaeleen Edwards, a nursing student, presented the Board with a written document of all student concerns and suggested recommendations for improvement, including expanding clinical rotation sites, increasing tutoring services, standardizing nursing uniform requirements, creating a centralized space within H Building with academic and resource support, and establishing clear and consistent communication.

Pamela Vesecky, the last nursing student that addressed the Board, concluded with a brief summary of the obstacles that the nursing students have to deal with, while also expressing her optimism about a swift resolution to those challenges.

### **REPORTS/ANNOUNCEMENTS – Employee Groups**

Faculty Association President Leslie Wester applauded the nursing students for their bravery and intelligence in advocating for themselves, particularly in navigating the challenges of their education and professional development. Ms. Wester also provided an update on the status of faculty negotiations, commenting that they are developing points of consensus and look forward to a future resolution.

### **STUDENT SENATE REPORT**

TCSA President Mark Kouria reported that this will be his last Board meeting and introduced his successor Dmytriy Havrylyak. Mr Kouria talked about the Student Advocacy Day that was held on April 9, 2025 in Springfield. Mr. Kouria thanked everyone at Triton for their support and expressed his gratitude having served and represented the Triton College students and community during his tenure, which he considers a great opportunity to engage in governance, leadership, and campus events.

### **BOARD COMMITTEE REPORTS**

#### Academic Affairs/Student Affairs

Ms. Viverito reported that the committee met on April 16 and reviewed pertinent items which have been forwarded to the Board with the committee's support and recommendation for approval.

#### Finance/Maintenance & Operations

Mrs. Potter reported that the committee met on April 9 and reviewed twelve new business items and three purchasing schedules. All were unanimously approved and sent to the Board with a recommendation for approval.

### **ADMINISTRATIVE REPORT**

Outstanding Faculty and Adjunct Faculty of the Year: VP of Academic Affairs Susan Campos introduced Andrea Blaylock, Outstanding Faculty of the Year award winner. Ms. Blaylock is a dedicated educator, also the chair of the Engineering Technology department, who exemplifies excellence in teaching and leadership, serving her students with passion and purpose. She feels honored, humbled, and thankful for this recognition.

Dr. Campos also introduced Outstanding Adjunct Faculty of the Year award recipient – Dr. James Halm. Dr. Halm is an active and valued member of the Behavioral Science department, known for his remarkable energy and authenticity in his classroom. He considers this award as his success directly tied to the support and guidance of his students.

## **PRESIDENT'S REPORT**

President Mary-Rita Moore thanked the Sustainability Committee and those involved in the Earth Day activities that have been scheduled on campus throughout the month of April. She further reported that she is in constant communication with VP Campos, Dean Moran, and the department Chairs about the challenges of the Nursing department. President Moore asked VP Campos to speak in more detail about the situation, including the steps that have been taken in the last thirty days to address those challenges.

VP Campos provided a clear and concise explanation about the issues and implemented solutions. The broken equipment is now repaired and functioning, except for the adapters that are unrepairable; the manufacturer has been contacted to resolve the issue. The necessary supplies are available and the vacant Lab Resource Coordinator position has been secured - the new person starting in May. VP Campos admitted that the primary challenge in finding professional nurse educators is a shortage of qualified candidates for nursing programs, but the administration is relentless and keeps doing their best to improve the current state of the Nursing program.

Mr. David, the new student Trustee, reiterated the students' concerns and looks forward to an open conversation with the college administration.

Mr. Jennings questioned the regular data collection and analysis of the nursing equipment and supplies, as well as the hiring process for the nursing faculty. VP Camps explained that there is a protocol established for both. The nursing supplies, tools, and accessories are checked regularly and we hire just enough individuals so the hired faculty can make their teaching load.

## **CHAIRMAN'S REPORT**

Chairman Stephens thanked the nursing students for their courage and willingness to share their concerns. He also thanked President Moore and VP Campos for taking the necessary action. Further, he stressed the importance of student voice, which, he hopes, will lead to positive changes in curriculum, clinical practices, and other aspects of the Triton College Nursing program. Chairman Stephens concluded that Triton College is an institution where open communication and student feedback are valued, and he will continue monitoring the situation to ensure satisfactory results.

## **NEW BUSINESS**

### ACTION EXHIBITS

#### **A. Board Policy – First Reading**

**6175 Harassment, Discrimination, and Misconduct**

#### **B. Action Exhibits**

**17195 Trustee Travel Request**

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve Action Exhibit 17195.

Roll Call Vote:

Affirmative: Mr. Casson, Mr. Jennings, Mr. Johnson, Mrs. Potter, Mr. Regan, Ms. Viverito, Mr. Stephens.  
Abstention: Mr. David

Motion carried 7-0. Student Trustee abstained from voting.

- 17196 Taping of Board Meetings
- 17197 Budget Transfers
- 17198 Preservation Services Inc. Vendor Limit Increase
- 17199 Certification of Final Completion and Authorization of Final Payment for the Heat Pump Replacement Building T Project
- 17200 Hourly Employee Wage Increase
- 17201 Agreement with Midwest Orthopedics at Rush
- 17202 Purchase of Training Aids for Automotive Program
- 17203 Purchase of Accuplacer Unites for Placement Testing
- 17204 Student Community Employment Experience with River Grove Public Library
- 17205 Agreement with Sign Language Interpreters Inc.
- 17206 Agreement with Parchment LLC for Diplomas/Certificates
- 17207 Agreement with Lamar for Billboard Advertising
- 17208 Agreement with View Chicago Transit
- 17209 Curriculum Recommendations

Item 17210 Authorization to Contract with Blusky Restoration for Emergency Water Damage Remediation to R Building Theater was tabled.

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve the Action Exhibits. Voice vote carried the motion unanimously.

PURCHASING SCHEDULES

- B47.16 Chiller Replacements at Buildings A & J
- B47.17 Electrician Services
- B47.18 Plumbing Services

Mrs. Potter made a motion, seconded by Mr. Jennings to approve the Purchasing Schedules. Voice vote carried the motion unanimously.

BILLS AND INVOICES

Mrs. Potter made a motion, seconded by Mr. Jennings, to pay the Bills and Invoices in the amount of \$1,101,496.58.

Roll Call Vote:

Affirmative: Mr. Casson, Mr. Jennings, Mr. Johnson, Mrs. Potter, Mr. Regan, Ms. Viverito, Mr. Stephens.  
Abstention: Mr. David

Motion carried 7-0. Student Trustee abstained from voting.

## CLOSED SESSION

Ms. Viverito made a motion to go into Closed Session to discuss and consider the hiring, discipline, performance and compensation of certain personnel, matters of collective

bargaining, acquisition of real property, and matters of pending, probable, or imminent litigation, seconded by Mrs. Potter.

Roll Call Vote:

Affirmative: Mr. David, Mr. Casson, Mr. Jennings, Mr. Johnson, Mrs. Potter, Mr. Regan, Ms. Viverito, Mr. Stephens.

Absent: Mr. Casson (disconnected)

Motion carried 6-0 with the Student Trustee voting yes. The Board went into Closed Session at 8:20 p.m.

## RETURN TO OPEN SESSION

Ms. Viverito made a motion to return to Open Session, seconded by Mrs. Potter.

Roll Call Vote:

Affirmative: Mr. David, Mr. Jennings, Mr. Johnson, Mrs. Potter, Mr. Regan, Ms. Viverito, Mr. Stephens.

Absent: Mr. Casson (disconnected)

Motion carried 6-0 with the Student Trustee voting yes. The Board returned to Open Session at 8:29 p.m.

## HUMAN RESOURCES REPORT

### 1.0 Faculty

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve page 1 of the Human Resources Report, item 1.1.01 through 1.3.01. Voice vote carried the motion unanimously.

### 2.0 Adjunct Faculty

Mr. Jennings made a motion, seconded by Mrs. Potter, to approve pages 2 – 4 of the Human Resources Report, items 2.3.01 through 2.7.01. Voice vote carried the motion unanimously.

### 3.0 Administration

Ms. Viverito made a motion, seconded by Mr. Regan, to approve page 5 of the Human Resources Report, item 3.1.01. Voice vote carried the motion unanimously.

### 4.0 Classified, Police & Engineers

Mrs. Potter made a motion, seconded by Ms. Viverito, to approve pages 6-7 of the Human Resources Report, items 4.1.01 through 4.5.02. Voice vote carried the motion unanimously.

**5.0 Mid-Management**

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve page 8 of the Human Resources Report, items 5.1.01 through 5.5.01. Voice vote carried the motion unanimously.

**6.0 Hourly Employees**

Mrs. Potter made a motion, seconded by Mr. Regan, to approve pages 9 – 11 of the Human Resources Report, items 6.1.01 through 6.5.01. Voice vote carried the motion unanimously.

**7.0 Other**

Ms. Viverito made a motion, seconded by Mr. Jennings, to approve page 12 of the Human Resources Report, items 7.1.01 through 7.2.02. Voice vote carried the motion unanimously.

**ADJOURNMENT**

Motion was made by Mrs. Potter to adjourn the Regular Meeting of the Board, seconded by Mr. Regan. Voice vote carried the motion unanimously. Chairman Stephens adjourned the meeting at 8:35 p.m.

Submitted by: Mark R. Stephens  
Board Chairman

Tracy Jennings  
Board Secretary

Margaret Kluza  
Margaret Kluza, Recording Secretary

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

POLICY SECTION Business Services

POLICY NO. 3320

First Reading

Second Reading

**TITLE: TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES**

**PURPOSE:** The purpose of the proposed policy revision is to ensure that information received during travel undertaken by members of the Board of Trustees is shared with the full Board.

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**Submitted to Board by:**

  
Mary-Rita Moore, President

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES

POLICY 3320

Page 1 of 4

ADOPTED: 12/18/1990  
AMENDED: 12/17/1991  
AMENDED: 11/17/1992  
AMENDED: 05/16/1995  
AMENDED: 03/21/2000  
AMENDED: 02/19/2002  
AMENDED: 06/15/2004  
AMENDED: 05/18/2009  
AMENDED: 02/16/2010  
AMENDED: 10/16/2012  
AMENDED: 02/18/2014  
AMENDED: 02/16/2016  
AMENDED: 01/24/2023

TRAVEL POLICY SUMMARY

A College employee traveling on official business must obtain the appropriate level of administrative approval prior to traveling.

An employee requesting single day travel within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of one or two nights within or out of the state of Illinois; must obtain the following two approvals:

- Supervising Administrator
- Appropriate Vice President

An employee requesting overnight travel of three nights or more nights within or out of the state of Illinois; must obtain the following three approvals:

- Supervising Administrator
- Appropriate Vice President
- President

The following types of official business for which travel, meal, and lodging expenses are allowed include the following:

- Conferences;
- Meetings;
- Athletic or official student events;
- Governmental related activities;
- Any other event or program that is attended to further the College's mission and vision and approved by the President.

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAVEL - BOARD OF TRUSTEES AND  
ALL COLLEGE EMPLOYEES**

**POLICY 3320**

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**ADOPTED: 12/18/1990**  
**AMENDED: 12/17/1991**  
**AMENDED: 11/17/1992**  
**AMENDED: 05/16/1995**  
**AMENDED: 03/21/2000**  
**AMENDED: 02/19/2002**  
**AMENDED: 06/15/2004**  
**AMENDED: 05/18/2009**  
**AMENDED: 02/16/2010**  
**AMENDED: 10/16/2012**  
**AMENDED: 02/18/2014**  
**AMENDED: 02/16/2016**  
**AMENDED: 01/24/2023**

The maximum allowable reimbursement for employee travel expenses, including travel, meals, and lodging shall not exceed \$5,000 for individual travel and \$25,000 for group travel. Travel expenses for any College employee that exceeds this amount shall be approved by a roll call vote of the Board of Trustees.

All travel expenses of the Board of Trustees shall be approved by a roll call vote of the Board of Trustees, regardless of the amount of the travel expenses.

All travel expenses exceeding the above referenced maximum allowable reimbursement shall require written submission of the following information:

- an estimate of the cost of travel, meals, or lodging if expenses have not been incurred or a receipt of the cost of the travel, meals, or lodging if the expenses have already been incurred;
- the name of the individual who received or is requesting the travel, meal, or lodging expense;
- the job title or office of the individual who received or is requesting the travel, meal, or lodging expense; and
- the date or dates and nature of the official business in which the travel, meal, or lodging expense was or will be expended.

All requests must be approved at least one (1) business day prior to travel. All requests requiring air travel must be approved at least thirty (30) business days prior to travel. All travel requiring an overnight stay (without air travel) must be approved at least twenty (20) business days prior to travel. All overnight travel will be submitted as an informational report to the Board of Trustees on a monthly basis.

Mileage reimbursement for the use of privately-owned motor vehicles traveling outside the college will be at the prevailing Illinois State rate per mile. Maximum amount for meals which can be allowed to an individual traveling is \$75.00 per day including tips and taxes. Conference banquet expenses will be paid in full. For reimbursement of

TRITON COLLEGE BOARD POLICY

BOARD OF TRUSTEES, DISTRICT 504

BUSINESS SERVICES

TRAVEL - BOARD OF TRUSTEES AND ALL COLLEGE EMPLOYEES

POLICY 3320

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ADOPTED: 12/18/1990  
AMENDED: 12/17/1991  
AMENDED: 11/17/1992  
AMENDED: 05/16/1995  
AMENDED: 03/21/2000  
AMENDED: 02/19/2002  
AMENDED: 06/15/2004  
AMENDED: 05/18/2009  
AMENDED: 02/16/2010  
AMENDED: 10/16/2012  
AMENDED: 02/18/2014  
AMENDED: 02/16/2016  
AMENDED: 01/24/2023

travel expenses, up to 10 percent over the estimated amount may be granted based on an aggregate of all approved expenses with the exception of meals. Alcoholic beverages are a non-reimbursable conference expense.

Alcoholic beverages may be approved by the President as an expense for certain special events, meetings, or gatherings that Triton College is hosting.

Trustee travel to National Conventions or Conferences/Seminars of Associations of which the College is a member (Ref: Policy 1165, Governance), shall be limited to two trips per trustee per fiscal year, unless it is determined by the Board of Trustees to be in the best interest of the College for a member to attend additional meetings, or; unless said trustee is an officer of the organization or holds a committee position that will require his/her attendance to fulfill their duties. Those trustees appointed by the Chairman to act as representatives to these associations shall be entitled to travel to that particular association's functions. For those trustees not appointed as representatives to an association, travel to two functions per fiscal year will be allowed. Illinois Community College Trustees' Association meetings can be attended by all trustees throughout the fiscal year. **Board members who travel shall at the first regularly scheduled Board meeting subsequent to travel report on how the travel has benefited the College and enhanced their role as a Trustee. A three-minute travel report will be included in the Chairman's report.** Should one of the trustees appointed as the College representative to an association be unable to attend a function, the Chairman may designate an alternate.

With respect to College employees, the President is entitled to attend all National Conventions of Associations of which the College is a member.

The President will also be allowed to designate up to three administrators to accompany him/her to each of the National Conventions provided that no administrator shall attend more than one national convention per fiscal year. With regard to Conferences and Seminars, regardless of College membership in the particular association, the President

TRITON COLLEGE BOARD POLICY

shall be allowed to attend three such functions per fiscal year and shall be allowed to designate one administrator to attend with him/her. The President will have the prerogative of assigning another administrator to stand in his/her place as long as no one administrator attends more than two such functions during the fiscal year.

**BOARD OF TRUSTEES, DISTRICT 504**

**BUSINESS SERVICES**

**TRAVEL - BOARD OF TRUSTEES AND  
ALL COLLEGE EMPLOYEES**

**POLICY 3320**

**Page 4 of 4**

**ADOPTED: 12/18/1990**  
**AMENDED: 12/17/1991**  
**AMENDED: 11/17/1992**  
**AMENDED: 05/16/1995**  
**AMENDED: 03/21/2000**  
**AMENDED: 02/19/2002**  
**AMENDED: 06/15/2004**  
**AMENDED: 05/18/2009**  
**AMENDED: 02/16/2010**  
**AMENDED: 10/16/2012**  
**AMENDED: 02/18/2014**  
**AMENDED: 02/16/2016**  
**AMENDED: 01/24/2023**

All travel shall be by the most direct route. Travel by other routes may be allowed when there is an official purpose and has been approved by the President in advance of such travel. In any case where the traveler uses an indirect route for his/her own benefit, there will be no reimbursement for expenses.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

POLICY SECTION Academic Affairs

POLICY NO. 5208

First Reading

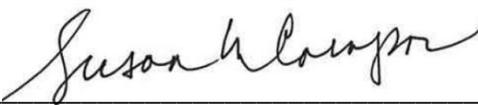
Second Reading

**TITLE: ACADEMIC HONESTY**

**PURPOSE:** The purpose of the proposed policy revision is to incorporate language addressing Generative AI by adding an example to the existing list of academic dishonesty.

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**Submitted to Board by:**



Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

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**Tracy Jennings  
Secretary**

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**Date**

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### STUDENT AFFAIRS

#### ACADEMIC HONESTY

Page 1 of 3

#### POLICY 5208

**ADOPTED: 05/21/91**

**AMENDED: 04/21/93**

**AMENDED: 06/20/95**

**AMENDED: 08/17/99**

**AMENDED: 11/20/01**

**AMENDED: 08/23/05**

**AMENDED:**

Triton College closely adheres to principles of academic honesty and integrity. The academic honesty policy is designed to inform students and faculty of the expectations and procedures associated with the honest pursuit of a Triton College education. Overall, academic achievement is a product of personal commitment, investigation of knowledge, and a pursuit of independent and honest work, both in and out of the classroom. All forms of cheating deprive the student of achieving true academic success and are, therefore, considered a serious violation. Furthermore, all incidents of cheating will result in a disciplinary response from college officials.

Below is a non-inclusive list of behaviors considered to be violations of academic honesty.

#### Examples of Academic Dishonesty

- copying someone else's work or answers
- allowing another student to copy your work or answers for internal or external class assignments
- using materials or information hidden on one's person during quizzes and examinations
- obtaining and using tests and answers in an unauthorized fashion
- providing course materials such as papers, lab data, reports, or answers to be used by another student
- fabricating information **to complete** an assignment, quiz, exam, or presentation
- taking an exam in place of another student or having someone take an exam in your place
- turning in the same paper to two different classes without receiving permission from both instructors

## TRITON COLLEGE BOARD POLICY

### BOARD OF TRUSTEES, DISTRICT 504

### STUDENT AFFAIRS

#### ACADEMIC HONESTY

Page 2 of 3

#### POLICY 5208

ADOPTED: 05/21/91

AMENDED: 04/21/93

AMENDED: 06/20/95

AMENDED: 08/17/99

AMENDED: 11/20/01

AMENDED: 08/23/05

AMENDED:

- copying a computer program for unauthorized use
- breaking into or utilizing **college-owned** computer files in an unauthorized manner
- altering a grade sheet or forging a signature on an academic document
- enrolling in a telecourse while serving as an employee in the Media Center or within six months of termination
- **submitting AI-generated work as your own without acknowledgement or instructor permission**

Another example of academic dishonesty, known as plagiarism, is less simple to define, but is nonetheless considered a serious violation. When using direct quotes or ideas created by someone other than yourself, **the source of information must be** clearly identified. It is appropriate and acceptable to borrow ideas, thoughts, and data from other sources as long as the original authors receive credit for their contributions through referencing.

#### Examples of Plagiarism

- borrowing or paraphrasing (other than common knowledge) for a paper without referencing the source
- intentionally or knowingly representing the words or ideas of another as your own
- purchasing a term paper or having someone write a paper to submit as your own work

All members of the Triton College community, including faculty, staff, and fellow students, share responsibility for maintaining an academically honest learning environment. Therefore, all members of the Triton College community are eligible to report apparent acts of academic dishonesty to the Dean.

Below is a non-inclusive summary of **the** consequences that may result from **a** student violation of the academic honesty policy.

#### Consequences of Academic Dishonesty

- a failing grade for the assignment in question

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**STUDENT AFFAIRS**

**ACADEMIC HONESTY**

Page 3 of 3

**POLICY 5208**

**ADOPTED: 05/21/91**

**AMENDED: 04/21/93**

**AMENDED: 06/20/95**

**AMENDED: 8/17/99**

**AMENDED: 11/20/01**

**AMENDED: 08/23/05**

**AMENDED:**

- a failing grade for the course
- placement on academic probation
- a notation on the academic transcript stating, "Student violated academic honesty policy" for a specific course
- an immediate suspension from the class for one or more class sessions
- administrative withdrawal from the course in question
- administrative withdrawal from the student's major or related majors as determined by the dean
- suspension or academic dismissal from Triton College

The decision of the academic dean or the Dean of Student Services is final. Thereafter, any student grievances must be submitted in writing within thirty calendar days of the disciplinary hearing to the Student Life Committee, College Center, Room 100, 2000 Fifth Avenue, River Grove, Illinois, 60171. The request for a grievance hearing must include a brief summary of the alleged incident, in addition to reasoning as to why the disciplinary process did not adequately serve the rights of the student who was deemed to **violate** the academic honesty policy.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

POLICY SECTION Academic Affairs

POLICY NO. 6080

First Reading

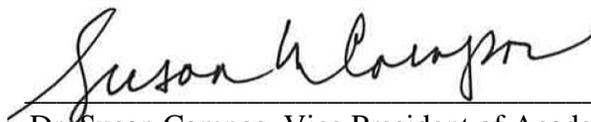
Second Reading

**TITLE: COURSE SYLLABI**

**PURPOSE:** The purpose of the proposed policy revision is to include Generative AI policy statement as a required component of the Syllabus Board Policy.

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**Submitted to Board by:**



Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

---

**Tracy Jennings  
Secretary**

---

**Date**

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**COURSE SYLLABI**

Page 1 of 2

**POLICY 6080**

**ADOPTED: 06/25/91**

**AMENDED: 05/18/93**

**AMENDED: 08/17/99**

**AMENDED: 04/28/09**

**AMENDED: 07/16/19**

**AMENDED: 08/22/23**

**AMENDED:**

Triton College requires that an up-to-date instructor-developed syllabus based on the college-approved master syllabus be required for each course.

The syllabus is to include:

1. General Course Information
  - a. Course title, catalog number, section
  - b. Semester, year
  - c. Credit Hours (total, plus breakdown of lecture/lab/clinical hours as appropriate)
  - d. Class dates, meeting times, location
  - e. Last day to withdraw with a “W”
2. Instructor Information
  - a. Name
  - b. Contact information: phone, email, preferred method of communication
  - c. Office location
  - d. Conference availability: hours and location
3. Course Description
  - a. Course description from the catalog
  - b. IAI designation (as indicated)
  - c. Course learning outcomes
4. Instructional and Technological Information
  - a. Required materials
  - b. Prerequisites
5. Course Assignments and Assessments
  - a. Grading policy
  - b. Missing/Late assignment policy
  - c. Assessments, and the final exam date
  - d. A weekly schedule with assignments, activities, and/or readings

TRITON COLLEGE BOARD POLICY

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**COURSE SYLLABI**

Page 2 of 2

**POLICY 6080**

**ADOPTED: 06/25/91**

**AMENDED: 05/18/93**

**AMENDED: 08/17/99**

**AMENDED: 04/28/09**

**AMENDED: 07/16/19**

**AMENDED: 08/22/23**

**AMENDED:**

6. Course Expectations

a. Attendance requirements

Since topics below are subject to change, all syllabi should be updated each semester with the most current information, which can be found here:

[\[www.triton.edu/CourseExpectations\]](http://www.triton.edu/CourseExpectations)

b. Academic Honesty statement

**c. Generative AI policy**

d. Disability and Academic Accommodations Statement

e. Graduation Petition Deadline

f. Academic Support Services

7. Graduation Petition Deadline

Instructors must provide the course syllabus to each student enrolled in the class and an electronic copy to their appropriate supervisor as determined by the Vice President of Academic Affairs.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

POLICY SECTION Academic Affairs

POLICY NO. 6175

First Reading

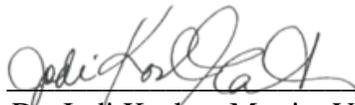
Second Reading

**TITLE: HARASSMENT, DISCRIMINATION AND MISCONDUCT**

**PURPOSE:** The purpose of the proposed policy revision is to align the U.S. Department of Education regulations governing Title IX at educational institutions that receive federal funding. These new guidelines revert back to the 2020 regulations. Legal counsel has reviewed the proposed edits to the policy.

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**Submitted to Board by:**



Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

---

**Tracy Jennings  
Secretary**

---

**Date**

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

**Page 1 of 7**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
**AMENDED: 06/20/00**  
**AMENDED: 12/20/16**  
**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

I. Introduction

Triton College is committed to sustaining a learning environment that is free from sexual harassment, threats, discrimination or intimidation, domestic violence, retaliation, and stalking. Conduct of this type by students, employees, and other individuals and entities who interact with our students and employees is prohibited. This prohibition applies in any of Triton’s educational programs and activities, regardless of whether the conduct takes place on or off campus.

Triton College requires its employees who observe or become aware of prohibited conduct to report such conduct to the Title IX Coordinator, identified below, in support of efforts to maintain a safe and productive environment for all members of the College community. We strongly encourage students and other individuals who experience or observe prohibited conduct to do the same. Triton College has Confidential Advisors on campus with whom college students can discuss incidents of sexual harassment without automatically triggering a report to the Title IX office.

This policy is intended to be consistent with applicable laws, including Title IX of the Education Amendments of 1972 (“Title IX”) and the Violence Against Women Act (VAWA), as well as the Illinois Preventing Sexual Violence in Higher Education Act and the Illinois Human Rights Act (IHRA).

II. Title IX

Title IX applies to federally-funded schools at all levels. Title IX protects students, employees, applicants for admission and employment, and other persons from discrimination, on the basis of sex in Triton’s education programs and activities. This includes discrimination or harassment based on

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

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**POLICY 6175**  
**ADOPTED: 03/16/93**  
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**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

sex stereotypes, sex characteristics, and pregnancy or pregnancy related conditions.

The essence of Title IX is that an institution may not exclude, separate, deny benefits to, or otherwise treat differently any person on the basis of sex unless authorized to do so under Title IX or the Department's implementing regulations.

Schools must respond promptly to sexual harassment prohibited by Title IX in a manner that is not deliberately indifferent, which means a response that is not clearly unreasonable in light of the known circumstances. Notice to a Title IX Coordinator or Official with Authority of sexual harassment prohibited by Title IX charges a school with actual knowledge and triggers the school's response obligations. Schools must respond when sexual harassment prohibited by Title IX occurs in the school's educational program or activity against a person in the United States. Education program or activity includes locations, events, or circumstances over which the school exercises substantial control over both the respondent and the context in which the sexual harassment occurred and also includes any building owned or controlled by a student organization that is officially recognized by a postsecondary institution. Title IX applies to all of a school's education programs or activities, whether such programs or activities occur on-campus or off-campus. Title IX affirms that a complainant's wishes with respect to whether the school investigates should be respected unless the Title IX Coordinator determines that signing a formal complaint to initiate an investigation over the wishes of the complainant is not clearly unreasonable in light of the known circumstances. Triton's Harassment, Discrimination, and Sexual Misconduct Guidelines define sexual harassment prohibited by Title IX and explain the process for making, investigating, and resolving complaints of prohibited conduct, including outcomes, rights, responsibilities, and resources. This policy includes a broader definition of prohibited conduct than that found in Title IX, because Triton is responsible for complying with other Illinois and Federal laws that include a broader definition of prohibited conduct than Title IX.

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

**Page 3 of 7**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
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**AMENDED: 12/17/24**  
**AMENDED:**

III. Prohibited Conduct

Examples of behaviors that could constitute prohibited conduct under Title IX include sexual harassment, including quid pro quo harassment, dating violence, domestic violence, sexual assault, forcible fondling, incest, rape, sexual assault with an object, forcible sodomy, stalking, and other unwelcome sex-based conduct that creates a hostile environment under Title IX. Title IX also prohibits retaliation for the purpose of interfering with any right or privilege secured by Title IX or because an individual made a report or complaint, testified, assisted, or participated or refused to participate in an investigation, proceeding, or hearing under Title IX.

For Title IX purposes, the following definitions apply:

- i. Dating Violence is violence and abuse committed by a person to exert power and control over another person with whom they have been in a social relationship of a romantic or intimate nature. Dating violence often involves a pattern of escalating violence and abuse over a period of time. Dating violence covers a variety of actions and can include physical abuse, psychological and emotional abuse, and sexual abuse. It can also include “digital abuse”, the use of technology, such as smartphones, the internet, or social media to intimidate, harass, threaten, or isolate a person.
- ii. Domestic Violence is a pattern of abusive behavior in a relationship that is used by a family or household member to maintain power and control over another family or household member. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person. This includes any behavior that intimidates, manipulates, humiliates, isolates, frightens, terrorizes, coerces, threatens, hurts, injures, or wounds someone.
- iii. Sexual Assault is any type of sexual contact or behavior that occurs without the consent of the recipient. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, molestation, incest, fondling, rape, and attempted rape. It includes sexual acts against people who are unable to consent due to age or lack of capacity.

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

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**POLICY 6175**  
**ADOPTED: 03/16/93**  
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**AMENDED: 12/17/24**  
**AMENDED:**

- iv. Sexual Misconduct is engaging in non-consensual contact of a sexual nature. Sexual misconduct may vary in its severity and consists of a range of behaviors or attempted behaviors.
- v. Sexual Harassment is a form of prohibited sex discrimination. Unwelcome sexual advances, requests for sexual favors, or other verbal, nonverbal, or physical conduct of a sexual nature by a college employee, by another student, or by a third party constitutes sexual harassment if such conduct is sufficiently severe, persistent, or pervasive to limit the student's ability to participate in or benefit from an education program or activity or create a hostile or abusive educational environment.
- vi. Harassment, Threats, and Bullying on the basis of sex involves engaging in subjectively and objectively offensive verbal abuse, threats, intimidation, harassment, coercion, bullying, or other conduct that threatens or endangers, the mental or physical health/safety of any person or causes reasonable apprehension of such harm that is persistent, severe, or pervasive and objectively offensive.
- vii. Stalking is a pattern of repeated and unwanted attention, harassment, contact, or any other course of conduct directed at a specific person that would cause a reasonable person to feel fear for their own safety or the safety of others.
- viii. Retaliation is any form of intimidation, reprisal, or harassment against an individual because they made a report of discrimination or harassment or because that individual has participated in an investigation of discrimination or harassment by or of a Triton College community member.

IV. Reporting Sexual Harassment

Any person may report Title IX misconduct, regardless of whether the reporter is the alleged victim of the reported conduct. However, in order for the College to proceed with the Title IX process, a complainant or the Title IX Coordinator must file a formal complaint. To file a complaint alleging a violation of this policy, including Title IX, contact the Title IX Coordinator at:

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

**Page 5 of 7**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
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**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

Associate Vice President of Human Resources/Title IX Coordinator  
Triton College  
2000 Fifth Ave.  
River Grove, IL 60171  
Room P-105  
(708) 456-0300

Students, Faculty and Staff have the option to file a complaint online at:  
[www.triton.edu/titleixreport](http://www.triton.edu/titleixreport)

V. Processing Complaints

Triton College shall respond promptly and in a manner that is not deliberately indifferent to sexual harassment prohibited by Title IX.

Triton College must respond when it has actual knowledge of sexual harassment prohibited by Title IX that occurred in the school's educational program or activity against a person in the United States, as discussed above.

Triton's Harassment, Discrimination, and Sexual Misconduct Guidelines (available online) further define sexual harassment prohibited by Title IX and explain the process for making, investigating, and resolving complaints of prohibited conduct, including outcomes, rights, responsibilities, and resources. Processing a report or complaint under the Title IX Sexual Harassment Grievance Procedures does not preclude processing some or all allegations of a report or complaint under other policies and procedures to the extent allowed by Title IX or other laws.

This Policy may include a broader definition of prohibited conduct than that found in the Title IX, because Triton is responsible for complying with other Illinois and Federal laws that include a broader definition of prohibited conduct than Title IX.

For all reports or complaints of discrimination or harassment on the basis of sex other than Title IX Sexual Harassment, the General Grievance Procedures in the

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

**Page 6 of 7**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
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**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

Harassment, Discrimination, and Sexual Misconduct Guidelines (online) will be used to process the report or complaint.

VI. Interim Measures, Supportive Measures and Accommodations

Triton College may take steps to provide interim supportive measures and accommodations to limit the effects of the alleged harassment. Specifics of which measures may be used and in what circumstances will be dictated by the procedures outlined in the Harassment, Discrimination, and Sexual Misconduct Guidelines. Examples include:

- Class reassignment
- Academic accommodations
- Interim leave from the college
- Limitation of college sponsored activities, both on and off campus
- No Contact Directive
- Safety escorts
- Parking restrictions
- Employment reassignment
- Administrative leave with or without pay
- Other appropriate actions as necessary to stop the prohibited conduct, prevent its recurrence, and remedy its effect.

**BOARD OF TRUSTEES, DISTRICT 504**

**ACADEMIC AFFAIRS**

**HARASSMENT, DISCRIMINATION  
AND MISCONDUCT**

**Page 7 of 7**

**POLICY 6175**  
**ADOPTED: 03/16/93**  
**AMENDED: 06/20/00**  
**AMENDED: 12/20/16**  
**AMENDED: 02/18/20**  
**AMENDED: 11/17/20**  
**AMENDED: 12/17/24**  
**AMENDED:**

VII. Remedies

Violations of this policy may be addressed in various ways, including but not necessarily limited to:

- Written warning
- Disciplinary Action
- Conduct probation
- Restitution
- Discretionary outcomes
- Class removal
- Demotion
- Job reassignment
- No Contact Directive
- No trespass warning
- Restriction
- Revocation of admission and/or degree
- Suspension
- Expulsion
- Termination

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17210

**SUBJECT: AUTHORIZATION TO CONTRACT WITH BLUSKY RESTORATION FOR EMERGENCY WATER DAMAGE REMEDIATION TO R BUILDING THEATER – CONFIRMATION OF BOARD POLL**

**RECOMMENDATION:** That the Board of Trustees authorize the Vice President of Business Services to sign a contract with Blusky Restoration for Emergency Remediation Services at the R Building Theater. Due to roof failure water damage, drywall, insulation, etc. must be replaced. Estimated cost will exceed \$30,000.00 for the Environmental Cleanup and Removal of these finishes. (This is the cost of cleanup only, replacement and repair to follow roof replacement currently in planning stage by the Illinois Capital Development Board).

**RATIONALE:** The R Building Theater sustained water damage following rainfall on March 27, 2025 and April 1, 2025 due to roof failure which caused damage to 25% to 30% of the Auditorium drywall ceiling. Proper environmental clean-up is required to eliminate mold hazards. An insurance claim has been opened. We anticipate that the costs will be covered by our policy and that the deductible on this matter should total \$5,000.00. The Board Poll was conducted April 30, 2025, approval is unanimous with the Student Trustee also voting yes.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens**  
Chairman

\_\_\_\_\_  
**Tracy Jennings**  
Secretary

\_\_\_\_\_  
**Date**

Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17211

**SUBJECT: TRUSTEE TRAVEL REQUEST**

**RECOMMENDATION:** To approve travel for Trustee Viverito to attend the Illinois Community College Trustees Association (ICCTA) Awards Banquet in Normal, Illinois on June 6. Total cost of travel will not exceed \$200, itemized as follows: transportation - \$200.

**RATIONALE:** In keeping with the Local Government Travel Expense Control Act, the Board of Trustees reviews the travel expenses of all Board members. Ms. Viverito is the recipient of a service award and will support the Triton nominees for ICCTA awards.

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**Submitted to Board by:** Mary-Rita Moore  
Mary-Rita Moore, President

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**Board Officers' Signatures Required:**

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<b>Mark R. Stephens</b> Chairman	<b>Tracy Jennings</b> Secretary	<b>Date</b>
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Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17212

**SUBJECT: BUDGET TRANSFERS**

**RECOMMENDATION:** That the Board of Trustees approve the attached proposed budget transfers to reallocate funds to object codes as required.

**RATIONALE:** Transfers are recommended to accommodate institutional priorities. See description on attached forms.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

---

**Tracy Jennings**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

**PROPOSED BUDGET TRANSFERS - FY 2025  
FOR THE PERIOD 4/1/25 to 4/30/25**

FROM			TO		
ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>EDUCATION FUND</b>					
1	Science- PD Travel In State	01-10101565-550200010	Science- PD Publication & Dues	01-10101565-540600010	500.00
2	Behavioral Science-Officer Supplies	01-10102010-540100110	Behavioral Science-Other Contractual	01-10102010-530900010	300.00
3	Behavioral Science-Instructional Sup.	01-10102010-540100210	Behavioral Science-Other Contractual	01-10102010-530900010	350.00
4	Behavioral Science-Meeting Expense	01-10102010-550100005	Behavioral Science-Other Contractual	01-10102010-530900010	100.00
5	Education- PD Travel In State	01-10103020-550200010	Education- PD Publication & Dues	01-10103020-540600010	80.00
6	Criminal Justice Ad.-Rental Facilities	01-10205001-560100005	Criminal Justice Ad.-Meeting Expense	01-10205001-550100005	113.00
7	Dean: Business & Tech-Meeting Exp.	01-20801020-550100005	Horticulture-Publication & Dues	01-10300535-540600005	50.00
8	Admissions-Other Contractual	01-30100510-530900010	Admissions-Meeting Expense	01-30100510-550100005	3,000.00
9	Admissions-Other Contractual	01-30100510-530900010	Shipping & Receiving-Postage	01-80400530-540400010	5,000.00
10	Dean of Retention-Office Supplies	01-30200520-540100110	Dean of Retention-Meeting Expenses	01-30200520-550100005	1,000.00
<b>TOTAL EDUCATION FUND</b>					<b>\$ 10,493.00</b>

ID#	AREA	ACCT #	AREA	ACCT #	AMOUNT
<b>AUXILIARY FUND</b>					
11	Athletics-Other Materials & Supplies	05-60400505-540900505	Athletics-Other Contractual	05-60400505-530900010	20,000.00
12	Baseball-Travel Out of State	05-60401010-550300005	Baseball-Other Contractual	05-60401010-530900010	2,000.00
<b>TOTAL AUXILIARY FUND</b>					<b>\$ 22,000.00</b>

**PROPOSED BUDGET TRANSFERS - FY 2025  
FOR THE PERIOD 4/1/25 to 4/30/25**

<b>ID#</b>	<b>AREA</b>	<b>ACCT #</b>	<b>AREA</b>	<b>ACCT #</b>	<b>AMOUNT</b>
<b>RESTRICTED FUND</b>					
13	Perkins: B/T-Instructional Equip >5k	06-10205003-580600005	Perkins: B/T-Travel In State	06-10205003-550200005	2,838.20
14	RevUp EV Ch-Instructional Supplies	06-10905002-540100210	RevUp EV Ch-Instructional Equipment >5k	06-10905002-580600005	2,042.81
15	RevUp EV Ch-PD Meeting Expense	06-10905002-550100010	RevUp EV Ch-Instructional Supplies	06-10905002-540100210	3,000.00
16	RevUp EV Ch-In State Travel	06-10905002-550200005	RevUp EV Ch-Instructional Supplies	06-10905002-540100210	952.83
17	RevUp EV Ch-Out of State Travel	06-10905002-550300005	RevUp EV Ch-Instructional Supplies	06-10905002-540100210	4,292.23
18	Integrated English-Clerical FT	06-20905057-510600005	Integrated English-Scholarships	06-20905057-590200000	2,722.16
19	Student Support Ser-FT Staff	06-30205001-510400005	Student Support Ser-Other Contractual	06-30205001-530900010	3,000.00
<b>TOTAL RESTRICTED FUND</b>					<b>\$ 18,848.23</b>
<b>TOTAL PROPOSED BUDGET TRANSFERS</b>					<b>\$ 51,341.23</b>

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$500</u>	
<b>From what Budget Account</b>	<u>01 10101565 550200010</u>	<b>Object Code Description</b> <u>Science: Prof Dev-Travel-In-State</u>
<b>To what Budget Account</b>	<u>01 10101565 540600010</u>	<u>Science: Prof Dev-Publications &amp; Dues</u>
Is this a Grant? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> *If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"		
Grant Accountant?		Include Attachments: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 The in-state travel budget is designated for professional development. However, some faculty members would prefer to use their funds for subscriptions to software suites that enhance their courses instead of travel.

**Explain specifically why additional funds are needed in the receiving account:**

More faculty are maintaining memberships in professional societies and subscribing to the best tools for teaching in their field. In addition, some of these subscriptions and memberships have doubled in price recently, and the OER grant that previously supported some of these expenses for Chemistry faculty is no longer available.

**Required Signatures**

<b>Requestor</b>	<small>Signed by:</small> <u>Jennifer Davidas</u>	<u>3/24/2025</u>
<b>Cost Center Manager</b>	<small>Signed by:</small> <u>Seldon Turner</u>	<u>3/24/2025</u>
<b>Associate Dean (If Applicable)</b>		
<b>Dean (If Applicable)</b>	<small>Signed by:</small> <u>Jeanette Bartley</u>	<u>3/24/2025</u>
<b>Associate Vice President</b>	<small>Signed by:</small> <u>Paul Jensen</u>	<u>3/24/2025</u>
<b>Area Vice President</b>	<small>Signed by:</small> <u>Susan Campos</u>	<u>4/15/2025</u>

#### BUSINESS OFFICE APPROVALS

<b>Grant Accountant:</b> _____	
<b>Asst. Director of Finance</b> _____	
<b>Exec. Director of Finance:</b> _____ <i>ME</i>	<b>Entered by:</b> <u>B 7993 JB 4-17-25</u>
<b>Exec. Dir. of Bus. Operations:</b> _____ <i>CR</i>	
<b>VP of Business Services:</b> _____ <i>4/17/25</i>	

### Budget Transfer Form

**Dollar Amount**                   \$300                  

**From what Budget Account** 01 - 10102010 - 540100110 **Object Code Description** Office Supplies

**To what Budget Account** 01 - 10102010 - 530900010 **Object Code Description** Other Contracts and Services

**Is this a Grant?** Yes ( ) No (X) **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

**Grant Accountant?** **Include Attachments:** Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 We had remaining funds in this line item due to our utilization of office supplies donated by faculty and discovered in our storage. By leveraging these available resources, we were able to reduce expenses and preserve funds.

**Explain specifically why additional funds are needed in the receiving account:**  
 These funds are needed to cover honoraria for the speakers participating in our departmental colloquium.

**Required Signatures**

**Requestor** Eugene Muhammad 4/17/2025  
Signed by: 14B88DC103854BF...

**Cost Center Manager** Eugene Muhammad 4/17/2025  
Signed by: 14B88DC103854BF...

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** Jeanette Bartley 4/17/2025  
Signed by: BEC7254A937247F...

**Associate Vice President** Paul Jensen 4/17/2025  
Signed by: 815C088B1974DE...

**Area Vice President** Susan Campos 4/18/2025  
Signed by: FC3A451F8641495...

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance:** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_

**Exec. Dir. of Bus. Operations:** \_\_\_\_\_

**VP of Business Services:** Susan 4/22/25

**Entered by:** B7994 TB 4/22/25

### Budget Transfer Form

Dollar Amount \$350

			<b>Object Code Description</b>
<b>From what Budget Account</b>	<u>01</u> - <u>10102010</u> - <u>540100210</u>		<u>Instructional Supplies</u>
<b>To what Budget Account</b>	<u>01</u> - <u>10102010</u> - <u>530900010</u>		<u>Other Contractual Services</u>

Is this a Grant? Yes ( ) No (x) **\*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"**

Grant Accountant? Include Attachments: Yes ( ) No (x)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

We had remaining funds in this line item due to our utilization of instructional supplies donated by faculty and discovered in our storage. By leveraging these available resources, we were able to reduce expenses and preserve funds.

**Explain specifically why additional funds are needed in the receiving account:**

These funds are needed to cover honoraria for the three speakers participating in our departmental colloquium.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: Eugene Muhammad</u>	<u>4/17/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: Eugene Muhammad</u>	<u>4/22/2025</u>
<b>Associate Dean (If Applicable)</b>		
<b>Dean (If Applicable)</b>	<u>Signed by: Jeannette Bartley</u>	<u>4/22/2025</u>
<b>Associate Vice President</b>	<u>Signed by: Paul Jensen</u>	<u>4/25/2025</u>
<b>Area Vice President</b>	<u>Signed by: Susan Campos</u>	<u>4/25/2025</u>

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *M*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *CR*

VP of Business Services: \_\_\_\_\_ *4/29/25*

Entered by: B 8000 - B 4/29/25

### Budget Transfer Form

**Dollar Amount**                   \$100                  

**From what Budget Account** 01 - 10102010 - 550100005 **Object Code Description** Meeting Expense

**To what Budget Account** 01 - 10102010 - 530900010 **Object Code Description** Other Contractual Services

**Is this a Grant?** Yes ( ) No (X) **\*If you are submitting a grant transfer, the following statement must appear in the Rationale:**  
 "This is an allowable transfer under the (name of grant) guidelines"

**Grant Accountant?** **Include Attachments:** Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Funds are no longer needed for meeting expenses, as we recently held our final event of the semester—our departmental colloquium. Additionally, faculty contributed snacks for our other departmental meetings, which helped offset costs. As a result, we have a modest surplus remaining in this line item.

**Explain specifically why additional funds are needed in the receiving account:**  
 This remaining amount is now needed to complete the honorarium payments for the speakers who participate in our departmental colloquium.

**Required Signatures**

**Requestor** Eugene Enright Muhammad 4/23/2025  
Signed by: 14B68DC103854BF

**Cost Center Manager** Eugene Enright Muhammad 4/23/2025  
Signed by: 14B68DC103854BF

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** Jeanette Bartley 4/24/2025  
Signed by: 6EC7254A037247F

**Associate Vice President** Paul Jensen 4/25/2025  
Signed by: 815C006B81974DE

**Area Vice President** Susan Campos 4/25/2025  
Signed by: 87D6745E08A0449

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** AP

**Exec. Dir. of Bus. Operations:** CR

**VP of Business Services:** [Signature] 4/29/25

**Entered by:** B9001 3 4/29/25

### Budget Transfer Form

Dollar Amount: \$80

From what Budget Account: 01 - 10103020 - 550200010      Object Code Description: Education: Professional Development In State

To what Budget Account: 01 - 10103020 - 540600010      Object Code Description: Education: Publications and Dues

Is this a Grant? Yes ( ) No (X)      \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_      Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

All PD funds are placed in the PD In state travel budget and you need to move funds to this line to pay for faculty membership fees to NAEYC.

**Explain specifically why additional funds are needed in the receiving account:**

The funds are needed in the account to pay for membership for NAEYC for Hunter Stuckemeyer. NAEYC (The National Association for the Education of Young Children) publishes current research on early childhood that is used to continue to refine courses.

**Required Signatures**

**Requestor**      Signed by: Hunter Stuckemeyer      4/17/2025

**Cost Center Manager**      Signed by: Hunter Stuckemeyer      4/17/2025

**Associate Dean (If Applicable)**      \_\_\_\_\_      \_\_\_\_\_

**Dean (If Applicable)**      Signed by: Jeanette Bartley      4/22/2025

**Associate Vice President**      Signed by: Paul Jensen      4/25/2025

**Area Vice President**      Signed by: Susan Campos      4/25/2025

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: CR

VP of Business Services: [Signature] 4/29/25

Entered by: B800273 4/29/25

### Budget Transfer Form

Dollar Amount                     \$113.00                    

From what Budget Account 01 - 10205001 - 560100005 Object Code Description Rental Facilities

To what Budget Account 01 - 10205001 - 550100005 Meeting Expense

Is this a Grant? Yes ( ) No (x) **\*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"**

Grant Accountant? Include Attachments: Yes ( ) No (x)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

The course that we use the rental funds for has not run during this academic year.  
The course that did not run is CJA 115.

**Explain specifically why additional funds are needed in the receiving account:**

Additional funds needed for our meeting expenses for our criminal justice advisory meeting.  
The expenses were for food.

**Required Signatures**

Requestor	Signed by: <u>Gregory Catena</u> <small>BAC10E50B965492</small>	4/21/2025
Cost Center Manager	Signed by: <u>Gregory Catena</u> <small>BAC10E50B965492</small>	4/21/2025
Associate Dean (If Applicable)	Signed by: <u>Justyna Kohly</u> <small>2BEP771AE102481</small>	4/21/2025
Dean (If Applicable)	Signed by: <u>Paul Jensen</u> <small>815C086B1974DE</small>	4/25/2025
Associate Vice President	Signed by: <u>Susan Campos</u> <small>87D0745E0BA9439</small>	4/25/2025
Area Vice President		

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *M*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *OK*

VP of Business Services: \_\_\_\_\_ *4/29/25*

Entered by: B8003-B 4/29/25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$50.00</u>	
<b>From what Budget Account</b>	<u>01 - 20801020 - 550100005</u>	<b>Object Code Description</b> <u>Dean of B&amp;T: Meeting Expense</u>
<b>To what Budget Account</b>	<u>01 - 10300535 - 540600005</u>	<u>Horticulture: Publications and Dues</u>
Is this a Grant? Yes ( ) No (X)	*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"	
Grant Accountant?	Include Attachments: Yes ( ) No (X)	

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 The funds are no longer needed in the Dean of B&T Meeting Expense account as all the meeting-related costs have been covered for the current fiscal year.

**Explain specifically why additional funds are needed in the receiving account:**  
 The funds are needed in the Horticulture: Publications and Dues account to cover the cost (\$50.00) related to the renewal of the community college cannabis vocational pilot program license.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: Justyna Kohly</u>	<u>4/28/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: Justyna Kohly</u>	<u>4/28/2025</u>
<b>Associate Dean (If Applicable)</b>	_____	
<b>Dean (If Applicable)</b>	_____	
<b>Associate Vice President</b>	<u>Signed by: Paul Jensen</u>	<u>4/28/2025</u>
<b>Area Vice President</b>	<u>Signed by: Susan M. Campos</u>	<u>4/28/2025</u>

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance:** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_ *NR*

**Exec. Dir. of Bus. Operations:** \_\_\_\_\_ *CR*

**VP of Business Services:** \_\_\_\_\_ *4/29/25*

Entered by: B8005 JB 4/29/25

### Budget Transfer Form

Dollar Amount: \$3000

From what Budget Account: 01 - 30100510 - 530900010  
 To what Budget Account: 01 - 30100510 - 550100005

Object Code Description: Admission: Other Contractual Services  
 Admission: Meeting Expense

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

This budget line has enough funds for the rest of FY25.

Explain specifically why additional funds are needed in the receiving account:

Support the meeting expenses for recruitment & admissions initiatives.

**Required Signatures**

Requestor: Carina Santoyo 3/27/2025

Cost Center Manager: Carina Santoyo 3/27/2025

Associate Dean (If Applicable): \_\_\_\_\_

Dean (If Applicable): \_\_\_\_\_

Associate Vice President: Jodi Koslow Martin 3/28/2025

Area Vice President: Jodi Koslow Martin 3/31/2025

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: \_\_\_\_\_

VP of Business Services: SS 4/3/25

Entered by: B7979 73 4.3.25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$5000</u>	
<b>From what Budget Account</b>	<u>01 30100510 530900010</u>	<b>Object Code Description</b> <u>Admission: Other Contractual Services</u>
<b>To what Budget Account</b>	<u>01 80400530 540400010</u>	<u>Shipping and Receiving: Postage</u>
Is this a Grant? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No *If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"		
<b>Grant Accountant?</b>	<b>Include Attachments:</b> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 Funds are being transferred from the Admissions budget to the Shipping and Receiving budget line to cover increased cost of sending a new admissions welcome packet.

**Explain specifically why additional funds are needed in the receiving account:**

Money was allocated for the new admissions packets including shipping costs. It now needs to be transferred to shipping and receiving.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: <i>Hette Perez</i></u>	<u>4/1/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: <i>Carina Santoyo</i></u>	<u>4/1/2025</u>
<b>Associate Dean (If Applicable)</b>	_____	
<b>Dean (If Applicable)</b>	_____	
<b>Associate Vice President</b>	<u>Signed by: <i>Paul Jensen</i></u>	<u>4/8/2025</u>
<b>Area Vice President</b>	<u>Signed by: <i>Dr. Jodi Koslow Martin</i></u>	<u>4/23/2025</u>

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance** \_\_\_\_\_

**Exec. Director of Finance:** \_\_\_\_\_ *AK*

**Exec. Dir. of Bus. Operations:** \_\_\_\_\_ *CR*

**VP of Business Services:** \_\_\_\_\_ *1/29/25*

**Entered by:** B5006 B 4/29/25

### Budget Transfer Form

<b>Dollar Amount</b>	<u>\$1000</u>	
<b>From what Budget Account</b>	<u>01 - 30200520 - 540100110</u>	<b>Object Code Description</b> <u>Office Supplies</u>
<b>To what Budget Account</b>	<u>01 - 30200520 - 550100005</u>	<u>Meeting Expenses</u>
Is this a Grant? Yes ( ) No (X) <span style="float: right;">*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"</span>		
Grant Accountant?		Include Attachments: Yes ( ) No (X)

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

The supplies needed have been ordered for the remainder of the fiscal year. Funds are needed to support the registration cost for some of my staff who advise students in CTE to attend a local conference.

**Explain specifically why additional funds are needed in the receiving account:**

Funds are needed to support the cost of sending advising and student support staff to attend the regional ACTE conference in June.

**Required Signatures**

<b>Requestor</b>	<u>Signed by: Denise Jones</u>	<u>3/25/2025</u>
<b>Cost Center Manager</b>	<u>Signed by: Denise Jones</u>	<u>3/25/2025</u>
<b>Associate Dean (if Applicable)</b>	_____	
<b>Dean (if Applicable)</b>	_____	
<b>Associate Vice President</b>	<u>Signed by: Julia Willis</u>	<u>3/25/2025</u>
<b>Area Vice President</b>	<u>Signed by: Jodi Koslow Martin</u>	<u>4/17/2025</u>

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** \_\_\_\_\_

**Asst. Director of Finance:** \_\_\_\_\_

**Exec. Director of Finance:** JK

**Exec. Dir. of Bus. Operations:** CR

**VP of Business Services:** [Signature] 8/22/25

**Entered by:** B7985 73 4/22/25

### Budget Transfer Form

Dollar Amount \$20,000.00

From what Budget Account 05 60400505 540900505 Object Code Description Athletics: Other Materials & Supplies

To what Budget Account 05 60400505 530900010 Object Code Description Athletics: Other Contractual Services

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Deferred projects for the next year.

**Explain specifically why additional funds are needed in the receiving account:**

Difficulty securing the necessary athletic trainer position have caused paying higher rates.

**Required Signatures**

**Requestor** Yaren Hernandez 4/4/2025  
Signed by: YF1991B716D0434...

**Cost Center Manager** Garrick Abuzetian 4/7/2025  
DocuSigned by: GAB750BBAB1D464...

**Associate Dean (If Applicable)** \_\_\_\_\_

**Dean (If Applicable)** \_\_\_\_\_

**Associate Vice President** Colleen Rockafellow 4/8/2025  
Signed by: C57C58AAF3154E1...

**Area Vice President** Sean Sullivan 4/14/2025  
Signed by: 842220251EC74X1...

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *AM*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *CR*

VP of Business Services: \_\_\_\_\_ *4/17/25*

Entered by: B7988 73 4.17.25

### Budget Transfer Form

Dollar Amount \$2,000.00

From what Budget Account 05 - 60401010 - 550300005 Object Code Description Baseball: Out of State

To what Budget Account 05 - 60401010 - 530900010 Object Code Description Baseball: Other Contractual Services

Is this a Grant? Yes ( ) No (X) \*If you are submitting a grant transfer, the following statement must appear in the Rationale: "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? \_\_\_\_\_ Include Attachments: Yes ( ) No (X)

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

Less out of state contests than originally anticipated.

Explain specifically why additional funds are needed in the receiving account:

More home games added creating the need for more umpires.

**Required Signatures**

Requestor Signed by: Yaren Hernandez 4/4/2025  
BP1661B716D0434

Cost Center Manager DocuSigned by: Garrick Abuzetian 4/7/2025  
6AB75083AB7D4E4

Associate Dean (if Applicable) \_\_\_\_\_

Dean (if Applicable) \_\_\_\_\_

Associate Vice President Signed by: Colleen Rockafellow 4/7/2025  
857C58AAAF3454E1

Area Vice President Signed by: Sean Sullivan 4/14/2025  
642220251EC74A1

### BUSINESS OFFICE APPROVALS

Grant Accountant: \_\_\_\_\_

Asst. Director of Finance \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_ *MR*

Exec. Dir. of Bus. Operations: \_\_\_\_\_ *CR*

VP of Business Services: \_\_\_\_\_ *4/17/25*

Entered by: B7989-73 4.17.25

### Budget Transfer Form

Dollar Amount \$2,838.20

From what Budget Account 06 - 10205003 - 580600005 Object Code Description Perkins B/T: Equipment-Instructional>5K

To what Budget Account 06 - 10205003 - 550200005 Object Code Description Perkins B/T: Travel-In State

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Gianna Colella Include Attachments: Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

All Perkins activities from this fund have been completed, and the funds are available to be transferred to cover other outstanding FY25 activities. This is an allowable transfer under the Perkins guidelines.

**Explain specifically why additional funds are needed in the receiving account:**

The additional funds will be used to cover travel related expenses incurred by the instructors and students attending the AUT - Skills USA competition, which is another Perkins approved activity. This is an allowable transfer under the Perkins guidelines.

**Required Signatures**

**Requestor** Justyna Koby 4/25/2025  
Signed by: 28EF771AE162461

**Cost Center Manager** Paul Jensen 4/25/2025  
Signed by: 815C006BB1974DE

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** \_\_\_\_\_

**Associate Vice President** Paul Jensen 4/25/2025  
Signed by: 815C006BB1974DE

**Area Vice President** Susan M. Campos 4/25/2025  
Signed by: FC30A51F8641395

### BUSINESS OFFICE APPROVALS

Grant Accountant: gc 4-29-25

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: OR

VP of Business Services: [Signature] 4/29/25

Entered by: B 5004 JB 4/29/25

### Budget Transfer Form

Dollar Amount \$2042.81

From what Budget Account 06 - 10905002 - 540100210 Object Code Description Rev Up EV: Instructional Supplies

To what Budget Account 06 - 10905002 - 580600005 Object Code Description Rev Up EV: Equipment Instructional >5k

Is this a Grant? Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Elizabeth Zydron Include Attachments: Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**  
 After final grant instructional supplies purchases, \$2,050 will remain and can be repurposed for other grant purposes. This is an allowable transfer under the REV Up EV guidelines.

**Explain specifically why additional funds are needed in the receiving account:**  
 The available balance is insufficient to purchase an additional electric vehicle without adding funds. This is an allowable transfer under the REV Up EV guidelines.

**Required Signatures**

**Requestor** Anthony Riley 4/21/2025  
48FB501E6788407

**Cost Center Manager** Paul Jensen 4/21/2025  
815C008BB1974DE

**Associate Dean (if Applicable)** \_\_\_\_\_

**Dean (if Applicable)** \_\_\_\_\_

**Associate Vice President** Paul Jensen 4/21/2025  
815C008BB1974DE

**Area Vice President** Susan Campos 4/22/2025  
87D8745E0B8449

### BUSINESS OFFICE APPROVALS

**Grant Accountant:** E Zydron 4/24/25

**Asst. Director of Finance:** [Signature]

**Exec. Director of Finance:** [Signature]

**Exec. Dir. of Bus. Operations:** [Signature]

**VP of Business Services:** [Signature] 4/29/25

Entered by: B 7996 7/3 4/29/25

### Budget Transfer Form

Dollar Amount

\$3000

From what Budget Account

06 10905002 550100010

Object Code Description

Rev Up EV Charging: Meeting Exp- Prof Dev

To what Budget Account

06 10905002 540100210

Rev Up EV Charging: Instructional Supplies

Initial  
PD

Is this a Grant?  
Yes [X] No [ ]

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes [ ] No [X]

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

Professional development activities are completed so remaining funds are available for other use. This is an allowable transfer under the Rev Up guidelines.

**Explain specifically why additional funds are needed in the receiving account:**

Additional funds can be used to improve the variety and quantity of EV tools and supplies students use in labs. This is an allowable transfer under the Rev Up guidelines.

**Required Signatures**

Requestor

Signed by: Anthony Riley 4/8/2025  
48F650185788407

Cost Center Manager

Signed by: Mohsin Habeeb 4/8/2025  
40ATE47FAB0743A

Associate Dean (if Applicable)

\_\_\_\_\_

Dean (if Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 4/8/2025  
415C008851974DE

Area Vice President

Signed by: Susan Campos 4/8/2025  
8706745E0BA8449

**BUSINESS OFFICE APPROVALS**

Grant Accountant: Elizabeth Zydron 4/19/25

Asst. Director of Finance: [Signature]

Exec. Director of Finance: [Signature]

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 4/11/25

Entered by: B7982 73 4.11.25

### Budget Transfer Form

Dollar Amount

\$952.83

From what Budget Account

06 - 10905002 - 55020005

Object Code Description

Rev Up EV Charging: Travel - In State

To what Budget Account

06 - 10905002 - 540100210

Rev Up EV Charging: Instructional Supplies

initial  
PD

Is this a Grant?  
Yes [ X ] No [ ]

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Elizabeth Zydron

Include Attachments: Yes [ ] No [ X ]

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

In State Travel is completed so remaining funds are available for other use. This is an allowable transfer under the Rev Up guidelines.

**Explain specifically why additional funds are needed in the receiving account:**

Additional funds can be used to improve the variety and quantity of EV tools and supplies students use in labs. This is an allowable transfer under the Rev Up guidelines.

**Required Signatures**

Requestor

Signed by: Anthony Riley 4/8/2025  
40F8501857884C7

Cost Center Manager

Signed by: Mohsin Habesh 4/8/2025  
40A7E47FAB0743A...

Associate Dean (If Applicable)

\_\_\_\_\_

Dean (If Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 4/8/2025  
815C0088B1974DE

Area Vice President

Signed by: Susan Campos 4/8/2025  
87D6745E08A8446

### BUSINESS OFFICE APPROVALS

Grant Accountant:

Elizabeth Zydron 4/9/25

Asst. Director of Finance

PD

Exec. Director of Finance:

AK

Exec. Dir. of Bus. Operations:

OR

Entered by:

B7983 4.11.25

VP of Business Services:

Eden 4/11/25

### Budget Transfer Form

Dollar Amount

\$4292.23

From what Budget Account

06 10905002 550300005

Object Code Description

Rev Up EV Charging: Travel - out of State

To what Budget Account

06 10905002 540100210

Rev Up EV Charging: Instructional Supplies

Initial  
PD

Is this a Grant?

Yes [X] No [ ]

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:

"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Elizabeth Zytron

Include Attachments: Yes [ ] No [X]

#### Rationale:

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:

Out of State Travel is completed so remaining funds are available for other use. This is an allowable transfer under the Rev Up guidelines.

Explain specifically why additional funds are needed in the receiving account:

Additional funds can be used to improve the variety and quantity of EV tools and supplies students use in labs. This is an allowable transfer under the Rev Up guidelines.

#### Required Signatures

Requestor

Signed by: Anthony Riley 4/8/2025

Cost Center Manager

Signed by: Mohsin Habeeb 4/8/2025

Associate Dean (if Applicable)

\_\_\_\_\_

Dean (if Applicable)

\_\_\_\_\_

Associate Vice President

Signed by: Paul Jensen 4/8/2025

Area Vice President

Signed by: Susan Campos 4/8/2025

#### BUSINESS OFFICE APPROVALS

Grant Accountant:

E Zytron 4/9/25

Asst. Director of Finance

\_\_\_\_\_

Exec. Director of Finance:

\_\_\_\_\_

Exec. Dir. of Bus. Operations:

CR

Entered by: B7984-B 4-11-25

VP of Business Services:

\_\_\_\_\_ 4/11/25

### Budget Transfer Form

Dollar Amount \$2722.16

From what Budget Account 06 20905057 510600005 Object Code Description ICCB IELCE Integrated English: Clerical FT

To what Budget Account 06 20905057 590200000 Object Code Description ICCB IELCE Integrated English StdntGrantsScho

Initial  Is this a Grant?  Yes  No  \*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
 PD Yes  No  "This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Susan Zefeldt Include Attachments: Yes  No

**Rationale:**

Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:  
Funds for clerical FT salary were overbudgeted, funds from this line will be underspent.

**Explain specifically why additional funds are needed in the receiving account:**

Funds will be used to support student tuition and fees, as the demand for this type of assistance was higher than originally anticipated. This is an allowable transfer under the IELCE guidelines.

**Required Signatures**

Requestor Zilda M Fundella Signed by: 4/1/2025  
48FB10279504F0

Cost Center Manager Gregg Boylan Signed by: 4/1/2025  
B08C52C7D0584B9

Associate Dean (If Applicable) \_\_\_\_\_

Dean (If Applicable) \_\_\_\_\_

Associate Vice President Paul Jensen Signed by: 4/1/2025  
815C006B1974DE

Area Vice President Susan Campos Signed by: 4/15/2025  
87D8745E0BA8449

### BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: [Signature]

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 4/17/25

Entered by: B7992 23 4.17.25

### Budget Transfer Form

Dollar Amount

\$3000

From what Budget Account

06 30205001 510400005

Object Code Description

Superv. Staff - Full Time

To what Budget Account

06 30205001 530900010

Other Contractual Services

Initial  
PD

Is this a Grant?  
Yes  No

\*If you are submitting a grant transfer, the following statement must appear in the Rationale:  
"This is an allowable transfer under the (name of grant) guidelines"

Grant Accountant? Gerardo Porrás-Nava

Include Attachments: Yes  No

**Rationale:**

**Explain why the budgeted funds are no longer required for this fiscal year, and are available to be transferred:**

A full time staff member has resigned and freed four months' worth of salary dollars. This is an allowable transfer under the Department of Education grant guidelines.

**Explain specifically why additional funds are needed in the receiving account:**

The receiving account is depleted and additional funds are necessary to pay for the end-of-year program evaluation. This is an allowable transfer under the Department of Education grant guidelines.

**Required Signatures**

Requestor

Signed by: Tatianne Butler 4/11/2025  
231033116F024D9...

Cost Center Manager

Signed by: Tatianne Butler 4/11/2025  
231033116F024D9...

Associate Dean (If Applicable)

Signed by: \_\_\_\_\_ 4/11/2025

Dean (If Applicable)

Signed by: Hilary Meyer 4/11/2025  
8C0E71BE70BF420...

Associate Vice President

Signed by: Jodi Koslow-Martin 4/11/2025  
79839C3A5A2349C...

Area Vice President

Signed by: Jodi Koslow-Martin 4/11/2025  
79839C3A5A2349C...

### BUSINESS OFFICE APPROVALS

Grant Accountant: [Signature]

Asst. Director of Finance: \_\_\_\_\_

Exec. Director of Finance: \_\_\_\_\_

Exec. Dir. of Bus. Operations: [Signature]

VP of Business Services: [Signature] 4/12/25

Entered by: 037991 73 4/17/25

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17213

**SUBJECT: RESOLUTION AUTHORIZING PUBLIC HEARING ON PROPOSED  
FY 2026 BUDGET**

**RECOMMENDATION:** That the Board of Trustees approve the attached resolution authorizing a public hearing for the proposed FY 2026 Budget. The public hearing will be held on Tuesday, July 15, 2025, at 6:30 p.m. in the Board Room (A300) of the Learning Resource Center.

**RATIONALE:** This resolution is in compliance with statutes requiring a public hearing on the proposed Budget.

---

*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

Related forms requiring Board signature: Yes  No

**RESOLUTION ACTION EXHIBIT NO. \_\_\_\_\_**

**AUTHORIZING A PUBLIC HEARING CONCERNING  
THE PROPOSED 2026 BUDGET**

**WHEREAS, THE** Community College Act (Illinois Compiled Statutes: 110 ILCS 805/3-20.1) provides that, prior to final action on the Tentative Budget, the Board shall make the same available for public inspection, hold a public hearing, and publish notice of such hearing at least thirty (30) days prior thereto:

**BE IT RESOLVED BY THE** Board of Trustees of Community College District No. 504, County of Cook and State of Illinois, as follows:

**Section 1:** The Board shall hold a public hearing on Tuesday, July 15, 2025, at 6:30 p.m. in the Board Room of the Learning Resource Center, 2000 Fifth Avenue, River Grove, Illinois, concerning its proposed budget for Fiscal Year 2026.

**Section 2:** The Secretary is authorized and directed to make copies of the Tentative Budget conveniently available for public inspection at least thirty (30) days prior to the aforementioned public hearing.

**Section 3:** The Secretary is authorized and shall cause to be published in a newspaper of general circulation published in Cook County and having circulation within the taxing district of Community College No. 504, a notice in compliance with the requirement set forth in the Community College Act of the aforementioned public hearing.

**Section 4:** This Resolution shall be effective from and after its passage and approval as provided by law.

**ADOPTED**, this 20<sup>th</sup> day of May, 2025.

**AYES:**

**NAYES:**

**ABSENT:**

---

Mark R. Stephens, Chairman

Attest:

---

Tracy Jennings, Secretary

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17214

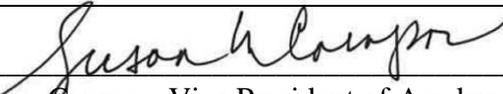
**SUBJECT: COLLEGE CURRICULUM COMMITTEE RECOMMENDATIONS**

**RECOMMENDATION:** That the Board of Trustees approve the attached College Curriculum Committee recommendations.

**RATIONALE:** This recommendation was approved by the College Curriculum Committee on May 1, 2025, and approval by the Academic Senate on May 13, 2025.

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**Submitted to Board by:** \_\_\_\_\_

  
Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Board Chairman**

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**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes  No

**College Curriculum Committee Summary  
May 1, 2025**

**for**

**Academic Senate, May 13, 2025  
Board of Trustees, May 20, 2025**

***PROGRAM(S)***

**NEW PROGRAM(S)**

- C447J Hybrid and Electric Vehicle Service Technician Certificate
  - total program credits: 13
  - *Effective: 8/17/2025*

**REVISED PROGRAM(S)**

- C406D Entrepreneurship Certificate
  - added BUS 146 or BUS 149 to Sem 1; deleted BUS 151 from Sem 1
  - *Effective: 8/17/2025*
- U230A07 International Business AS
  - moved BUS 293 to Sem 4, BUS 161 to Sem 3; CIS 101 added to BUS 107 as an option in Sem 1
  - *Effective: 8/17/2025*
- C306K Financial Services Certificate
  - updated PLOs
  - *Effective: 8/17/2025*
- C306L Social Media Digital Marketing Certificate
  - added BUS 149; deleted BUS 278
  - *Effective: 8/17/2025*
- C444D Basic Operations Firefighter Certificate
  - updated Program Learning Outcomes (PLOs)
  - *Effective: 8/17/2025*

***COURSE(S)***

**REVISED COURSE(s)**

- HTH 202 Culture and Food
  - title to 'Health, Culture and Society'; updated course description, CLOs, GEOs, Instructional Strategies, Assessments, textbook, Topics, TLOs, Contact Hours; IAI Designation: pursuing Interdisciplinary Social and Behavioral Sciences gen-ed IAI code: S9900

- *Effective: 8/17/2025*
- SOC 210 Sociology of Leadership
  - title to 'Leadership for the Modern Organizations'; updated course description; prerequisite from 'None' to 'PSY 100 or SOC 100'; CLOs, GEOs, Instructional Strategies, Assessments, textbook
  - *Effective: 8/17/2025*
- SRT 200 Professional Development
  - updated textbooks, CLOs, GEOs, Instructional Strategies,
  - *Effective: 8/17/2025*
- SRT 210 Certification Exam Prep
  - updated textbooks, CLOs, GEOs, Instructional Strategies, Assessments,
  - *Effective: 8/17/2025*

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17215

**SUBJECT: AUTOMOTIVE VIDEO INNOVATIONS, INC.  
HYBRID TRAINING TOOLS**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of 1 Hybrid Training Tool Cutaway Vehicle (\$39,765.00) and required accessories, including a Trailer for Hybrid Training Tool Cutaway Vehicle (\$16,500.00) and Wrap for Hybrid Training Tool Cutaway Vehicle (\$8,000.00). The total amount for all items will be \$64,265.00. Included with this purchase, at no additional cost, is one Remote Actuated Fault, an Eight-Hour Live Hybrid-Electric Training Workshop, 20 HEV/BEV Manuals, and delivery of all products. The purchase is fully funded by the FY2025 Electric Vehicle Rev Up Community College Initiative Grant – Round 3 at no cost to the college.

**RATIONALE:** The purchase of Automotive Video Innovations, Inc.'s Hybrid Training Tool Cutaway Vehicle; the custom modified trailer for the Cutaway Vehicle, with custom trailer wrap for the trailer. The Hybrid Training Tool Cutaway Vehicle will provide hands-on learning experiences for students studying electric vehicle (EV) technology and the Trailer is necessary to safely transport the Vehicle to local high schools for display with Triton College's promotional information throughout the College District. The Eight-Hour Live Hybrid-Electric Training Workshop and the HEV/BEV Manuals will be provided to 20 AUT instructors (including dual-credit). The Hybrid Training Tool includes embedded data processing tools and software critical to operation of hybrid vehicles and is, therefore, exempt from state bidding requirements. The additional items are essential accessories to provide safe and effective use of the Training Tool.

---

**Submitted to Board by:**   
Dr. Susan Campos, Vice President of Academic Affairs

---

**Board Officers' Signatures Required:**

<hr/> <p><b>Mark R. Stephens</b> <b>Board Chairman</b></p>	<hr/> <p><b>Tracy Jennings</b> <b>Secretary</b></p>	<hr/> <p><b>Date</b></p>
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Related forms requiring Board signature: Yes  No



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Fort Myers, FL 33966 | www.aviondemand.com

## Product Proposal

Version .3 4/15/2025

*Product Development:*

# Hybrid Electric Cutaway Vehicle Trainer

Fully operational Hybrid Electric vehicle training tool

*Prepared for:*

**Mohsin Habeeb**



**Triton  
College**

Triton College  
2000 Fifth Avenue  
River Grove, IL 60171  
815-557-9284

[mohsinhabeeb@triton.edu](mailto:mohsinhabeeb@triton.edu)

*Prepared by:*

Cheryl Sprague  
Automotive Video Innovations, Inc.

6280 Arc Way  
Fort Myers, FL 33966  
800-718-7246 ext 247

[csprague@auto-video.com](mailto:csprague@auto-video.com)



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## Training Proposal Content

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## AVI Background

**Automotive Video Innovations (AVI)** is an ASE accredited education and technology company. Team AVI excels in creating On-Demand Video & Live Hands-on Workshop Training and Training Aids. Our area of expertise is developing and producing relevant content for **Service and Repair Centers, Parts Manufacturers, Firefighters, Automotive/Diesel Schools, Parts Distributors, Law Enforcement, Emergency Medical Services, Tow Operators, Automotive Technicians, and Automotive Salvage Organizations.**

Team AVI utilizes its in house, state-of-the-art production studio to create powerful automotive educational training videos and web-based content in addition to Live Hands-on Workshop Training. Our training has provided the Education Community with valuable information since 1994.

AVI possesses an online learning platform that includes academic institutions, automotive service centers, and parts professionals. The platform also provides practice exams and training courses for ASE Test Prep, automotive diagnostics, hybrid technologies, diesel, automotive management, and HVAC.

Our content is developed with the support of and presented by the nation's top instructors. Additional information on AVI and our content is available on our website [www.aviondemand.com](http://www.aviondemand.com).



Accredited  
Training  
Provider

Audio Video Innovations is based in Fort Myers, FL, USA  
An ASE Accredited Training Provider



Accredited Training Provider



## Services Offered

AVI provided activities proposed by this quotation are as follows:

1. Build a Hybrid Electric Cutaway Vehicle Trainer, following the same design and specifications as the existing Group Training Academy tool. The vehicle is to be:
  - a. A hybrid electric vehicle, with hood, hatch, roof, and passenger sheet metal removed for ease of access to vehicle components
  - b. Fully operational (runs/drives), but not road legal
  - c. Developed for static and active training scenarios to the same functionality, fit and finish of The Group Training Academy example.
  - d. Addition of secondary, de-energized high voltage components (battery, inverter, motor/generator) for introductory practical exercises
  - e. Labeling of all vehicle components, systems, and parts
2. Common, Real-World Faults – Remote Actuated
  - a. Faulty Fuel Injector
  - b. Faulty Fuel Pump
  - c. C.A.N. Bus Low Open
  - d. C.A.N. Bus Short to Ground
  - e. Battery Interlock Open (Safety)
  - f. Data Link Connector
3. Customized graphic wrap of the Hybrid Electric Cutaway Vehicle Trainer with a design of the client's choosing (graphics by AVI)
4. 8 hours of intensive on-site training upon delivery for the client's staff, utilizing the Hybrid Electric Cutaway Vehicle Trainer as centerpiece.
5. Access to 12 months of HEV/BEV curriculum including PowerPoint Slide Deck, Student work sheets and Instructor Manual

### Essential Accessories:

1. Purchase of 22' **ENCLOSED BOX TRAILER** for transportation of the Hybrid Electric Cutaway Vehicle Trainer and mounting of the Hybrid Electric Cutaway Vehicle Trainer in a manner that allows for safe transportation and use.
2. **GRAPHIC WRAP of the box trailer** with a design of the client's choosing, which may include the client's logo (graphics by AVI)

AVI estimates approximately three months from the order date to completion of the build.

### Important Notice:

All quotes, estimates, proposals, and sales of the Hybrid Electric Cutaway Training Tool are given, made, and accepted subject to the "Additional Terms of Sale, Acknowledgement of Warnings, Risks, and Disclaimers" section of this document.





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## Example Photos



We loaned our sister company's, The Group, cutaway Hybrid Trainer to Legendary Auto for advertising, promotion, and training ideas. These links show some of their efforts:

[Testimonial](#)

[See the cutaway in action!](#)



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## Fees, Payments, and Service Terms

**Automotive Video Innovations (AVI)** shall be reimbursed by the client for all costs incurred in connection with the vehicle purchase, construction, design, graphic wrap, presentation of an on-site (River Grove, IL) 8-hour instructor-led training session upon delivery on electric and hybrid-electric vehicles using the Hybrid Electric Cutaway Vehicle Trainer as the centerpiece offered in this quotation at:

**\$38,465.00**

### Shipping to River Grove, IL

**\$1,300.00**

## Essential Accessories

### Optional Service: Trailer Purchase

The client shall reimburse **Automotive Video Innovations (AVI)** for all costs incurred in purchasing a box trailer to transport the Hybrid Electric Cutaway Vehicle Trainer and complete customization of all necessary tasks to safely mount the Hybrid Electric Cutaway Trainer for safe transportation as use.

**\$16,500.00**

### Optional Service: Trailer Wrap

The client shall reimburse **Automotive Video Innovations (AVI)** for all costs with the design and graphic wrap of the box trailer offered in this quotation, which may include use of client's logo upon request.

**\$8,000.00**

**Note:** This quotation expires 90 days from its date of issue. All training dates to undergo approval by AVI based on the availability of instructor(s). All participant materials, including manuals and workshop booklets, are produced specifically for each training contract and are non-returnable and non-refundable.



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**This quote MUST be signed and returned to AVI at least 45 days before the agreed-upon date(s) of the training session(s).**

Any training associated with the delivery of a training aid must be conducted upon delivery. If the purchaser requires the training be scheduled for a date later than the delivery date, the purchaser agrees to pay a \$2,500 fee per day of training.

Any training associated with this proposal has a 30-day cancellation policy. If a training course is canceled or postponed by the client within 30 days from the scheduled start of training, said client would be responsible for all costs incurred by AVI to date, including airline cancellation fees, contractual labor, etc. Payment for services rendered is net 45 days after completion of the scheduled training.

Quote Accepted by:

---

Printed Name

---



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## Additional Terms of Sale, Acknowledgement of Warnings, Risks, and Disclaimers

### ADDITIONAL TERMS OF SALE, ACKNOWLEDGMENT OF WARNINGS, RISKS AND DISCLAIMERS

The purchaser ("user") of the Hybrid Training Tool acknowledges and agrees to the following representations, terms, warnings, risks, and disclaimers. These provisions constitute further terms of the sale of the product to the purchaser and are acknowledged as fully understood and accepted by it upon the placement of an order for and/or acceptance of the Hybrid Training Tool product by purchaser. Except as clearly inapplicable, inconsistent with or specifically provided for otherwise in the following provisions, the AVI "TERMS OF USE" as appear on the AVI website ([aviondemand.com](http://aviondemand.com)) shall also apply and are deemed accepted by purchaser.

#### 1. Introduction

**Automotive Video Innovations (AVI)** is an education and technology company which creates and provides training for the automotive, first responder, and second responder industries. AVI develops and produces relevant content for Service and Repair Centers, Parts Manufacturers, Firefighters, Automotive Schools, Parts Distributors, Law Enforcement, Emergency Medical Services, Tow Operators, Automotive Technicians, and Automotive Salvage Organizations. The Hybrid Training Tool is based on a 3rd generation Toyota Prius® chassis that has been modified by AVI to facilitate more access to integral parts and systems by instructors and technicians in training in these industries. AVI is the developer of the Hybrid Training Tool, which is unique in its design and functionality, and AVI is the only training organization offering this configuration of a hybrid electric training tool. AVI utilizes genuine Toyota Prius vehicles in its creation of the Hybrid Training Tool, but it is not an agent or representative of Toyota nor is it responsible for any aspects of, or defects in, the original manufacture of the vehicle by Toyota. This training tool is designed as an aid to teach automotive students' traditional gasoline automotive technology and high voltage hybrid electric vehicle diagnostics and repair. The tool is a heavily modified production vehicle with all systems operational and is especially designed for and should only be utilized by qualified instructor personnel and the students they supervise.

#### 2. Description of the Vehicle and Safety

The Hybrid Training Tool is a fully functional 3rd generation Toyota Prius®. It is a training platform designed to provide maximum access and visibility for training while keeping a maximum safety level. One side of the vehicle has been cut away to provide easy access and focus training on critical components. Upholstery and carpeting have been removed where necessary to reveal the battery pack. High voltage wiring is visible and accessible. Transparent covers are used at points where high voltage may put individuals at risk. Airbags have been disabled to prevent accidental deployment, and all cut edges of the body and chassis have been smoothed or covered to avoid lacerations. Though a maximum level of safety has sought to have been achieved without compromising the Prius' usefulness as a training tool; caution must always be exercised. Using this training tool exposes the user, and its students, to sharp edges, heavy objects, high voltage electricity, and chemical irritants that are present in all hybrid and electric vehicles. The user takes full responsibility for using and educating with this tool and is strongly advised to and is solely responsible for acquiring proper training to do so safely. Individuals interacting with this training tool should follow all industry-standard safety policies, protocols and techniques for gasoline and high-voltage electric systems, including wearing proper personal protective equipment and following correct diagnostic methods for all types of vehicles, both gas and electric. ***The Hybrid Training Tool is not street legal. Do not drive it on the open road or at speeds in excess of 5 MPH.***

\_\_\_\_\_ Purchaser initials



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### 3. Vehicle Modifications

The following modifications have been made:

- Removal of right side doors
- Removal of 90% of the roof
- Removal of the right front fender
- Removal of 'B' pillar, right side
- Finishing and painting of 'B' pillar base
- Sectioning of 'C' pillar
- Finishing and painting of 'C' pillar base
- Removal of hood
- Removal of the rear hatch
- Sectioning of the front bumper
- Removal of windshield
- Removal of windshield wiper assemblies and cowl
- Removal of the right front seat
- Sectioning of the rear seat for access
- Removal of interior components for access to functional systems
- Removal of the right-side airbag and right seat airbag
- Paint and finish of rough edges for safety yr make model provided upon purchase

### 4. Disclaimer and Indemnity

**The Hybrid Training Tool product is sold by AVI and accepted by the purchaser "AS IS". AVI extends a limited warranty for a period of 90 days on the vehicle operations and custom vehicle wrapping. AVI MAKES NO OTHER WARRANTY, EXPRESS OR IMPLIED, AND MAKES NO WARRANTY OF MERCHANTABILITY OR OF FITNESS FOR ANY PARTICULAR PURPOSE.** AVI disclaims liability for damages (including but not limited to damages to property, death, or personal injury) of any nature resulting from the use or misuse of the product or for its use in any manner other than as a training tool as above described for qualified instructor personnel and the students they supervise.

Purchaser, for itself and on behalf of those entities and individuals who will interact with the product, represents that the product will be used for training purposes and only in the manner intended, and all users are or will be completely informed about the product and its proper use, safety hazards, and the risks and dangers associated with its use, all of which risks and dangers, whether known or unknown, are accepted and assumed by purchaser and those interacting with the product.

Purchaser, for itself and on behalf of those entities and individuals interacting with the product, releases, waives, and discharges AVI (including all officers, agents, employees, owners or the like of AVI) from all liability from all loss or demand and every claim or cause of action of any kind including based on contract or breach of warranty or gross negligence of AVI arising from any terms of the purchase of the product or use of the product, including for all bodily injury, death, property or financial loss or any other damage arising out of or related to such use.

\_\_\_\_\_ Purchaser initials

v.3 2-25-24



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Purchaser agrees that AVI will rely on the acknowledgments, representations, and agreements by purchaser to the terms and limitations set forth herein, without which agreement AVI would not sell the Hybrid Training Tool product to purchaser. **PURCHASER AGREES TO DEFEND, INDEMNIFY AND HOLD AVI HARMLESS FROM ANY LIABILITY, INCLUDING COURT COSTS AND ATTORNEY FEES, ARISING OUT OF OR RELATED TO ANY TERMS OF THE PURCHASE OF THE PRODUCT OR THE USE OF THE PRODUCT, AND SPECIFICALLY INCLUDING FOR ANY CLAIMS OF ANY NATURE BY ENTITIES AND INDIVIDUALS INTERACTING WITH THE PRODUCT UNLESS SUCH LIABILITY ARISES AS A RESULT OF THE GROSS NEGLIGENCE OR WILLFUL OR WANTON CONDUCT OF AVI. AVI AGREES TO DEFEND, INDEMNIFY AND HOLD PURCHASER HARMLESS FROM ANY LIABILITY, INCLUDING COURT COSTS AND ATTORNEY FEES, ARISING OUT OF OR RELATED TO ANY CLAIMS OF ANY NATURE BY ENTITIES AND INDIVIDUALS INTERACTING WITH THE PRODUCT AS A RESULT OF THE GROSS NEGLIGENCE OR WILLFUL OR WANTON CONDUCT OF AVI.**

Purchaser, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.

#### 5. Miscellaneous

AVI assumes full responsibility for the payment of all federal, state and local taxes incurred by AVI as a result of this Agreement.

This Agreement is executed by an authorized representative of Purchaser in the representative's official capacity only and the representative shall have no personal liability under this Agreement.

AVI represents that it possesses all professional or business licenses required by law, if any, and all qualifications necessary to fully perform its obligations.

In no event shall either party be liable for any incidental, indirect, special or consequential damages, including, but not limited to, loss of use, revenue, profit or savings.

AVI shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. AVI certifies that it is an equal opportunity employer and that it maintains a written sexual harassment policy and Drug Free Workplace in conformance with applicable law.

This Agreement shall be governed by and construed in accordance with the substantive laws of the State of Illinois regardless of any conflict of laws provision. All disputes arising out of this Agreement, wherever derived, will be resolved in the Circuit Court of Cook County, Illinois.

Acknowledged and agreed to by:



AVI OnDemand | **Toll Free:** 800.718.7246  
6280 Arc Way | **Phone:** 239.561.9100  
Fort Myers, FL 33966 | [www.aviondemand.com](http://www.aviondemand.com)

Purchaser: \_\_\_\_\_

By: \_\_\_\_\_

(Printed Name : \_\_\_\_\_)

As authorized agent of Purchaser, in an official capacity only

Date: \_\_\_\_\_





AVI OnDemand | Toll Free: 800.718.7246  
 6280 Arc Way | Phone: 239.561.9100  
 Fort Myers, FL 33966 | www.aviondemand.com



# Estimate

DATE  
4/15/2025

QUOTE NUMBER  
00001837

**NAME/ADDRESS**

TRITON COLLEGE  
 2000 Fifth Avenue  
 River Grove, IL 60171

**Ship To**

TRITON COLLEGE  
 Moshin Habeeb  
 2000 Fifth Avenue  
 River Grove, IL 60171

Due Date 4/15/2025  
 Prepared By Cheryl Sprague

Product	Product Description	Line Item Description	Quantity	Total Price
PCVV	Procurement and Production of Hybrid Training Tool	Procurement and Production of Hybrid Training Tool	1.00	\$39,765.00
PCVFS	Hybrid Training Tool Cutaway Vehicle Remote Actual Faults	Remote Actuated Faults Included with PCVV Purchase	1.00	\$0.00
PCVPW	Hybrid Training Tool Cutaway Vehicle Wrap	Graphic Art Wrap Included with PCVV Purchase	1.00	\$0.00
LT-EL-HYB TRAIN	AVI Electric and Hybrid Live Training Program up to 20 attendees max each session	8 Hour Live Hybrid-Electric Training Workshop Included with PCVV Purchase	1.00	\$0.00
HEV/BEV Man	HEV/BEV Course Manual	HEV/BEV Manuals Included with PCVV Purchase	20.00	\$0.00
PCVSH	Hybrid Training Tool Cutaway Vehicle Shipping	Shipping Included with PCVV Purchase	1.00	\$0.00
PCVTR	Hybrid Training Tool Cutaway Vehicle Trailer Purchase	Trailer Purchase for Hybrid Training Tool Cutaway Vehicle	1.00	\$16,500.00
PCVTW	Hybrid Training Tool Cutaway Vehicle Trailer Wrap	Trailer Wrap for Hybrid Training Tool Cutaway Vehicle	1.00	\$8,000.00

Total Price \$64,265.00

Line Items 8

CUSTOMER SIGNATURE \_\_\_\_\_

**All currency must be in U.S. Dollar only**

6280 Arc Way 33966

Fort Myers, Florida

| (239) 561-9100 |

[www.aviondemand.com](http://www.aviondemand.com)

1-800-71-TRAIN

| 1-800-718-7246





Lucas-Nuelle, Inc. • 3909 Midlands Road • Suite-A • Williamsburg VA 23188

Triton College  
Attn: Andrea Blaylock  
2000 Fifth Avenue  
Bldg T-134  
River Grove, IL 60171

09/23/2024

## Sole Source Letter

Dear Ms. Blaylock,

Please be advised that Lucas-Nuelle, Inc., the US training division of Lucas-Nülle GmbH is the sole supplier for all Lucas-Nuelle Technical Systems for Triton College. All products are currently manufactured by our parent company, Lucas Nülle GmbH located at Siemensstrasse 2, Kerpen, Germany and are specifically manufactured to meet all US standards.

### Unique Features

The Wallbox EVCS offers advanced features that are not available in any other electric vehicle charging station trainers on the market. Its interactive and user-friendly interface, combined with comprehensive training modules, provides an unparalleled educational experience for our trainees.

Lucas-Nuelle has a proven track record in providing high-quality training solutions. Our equipment has been utilized successfully in various educational institutions and training centers, resulting in high satisfaction rates and effective learning outcomes.

Please make your purchase order to:

Lucas-Nuelle, Inc.  
3909 Midlands Road, Suite A  
Williamsburg, VA 23188  
Fed ID 47-1394933  
Sincerely,

Stephen Westbury  
Sales and Marketing Manager (North-America)



## Technical documentation for quotation: 2577USAInfo-EVCS

Pos.	Description	Order No.	Qty.
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### MobileTrain - Portable Training System

A portable training system liberates users. Teach and learn wherever needed. Packaged in a carrying case, these compact training systems are compact, universally deployable, set up rapidly and save storage space.

Advantages of the MobileTrain System:

- Robust ABS material with removable lid
- Easy transport due to integrated telescopic handle and two large, stable castors
- 2 x 4 feet for better stability and protection when used in flat or standing position
- Removable foam cover in the lid
- Additional storage compartments for small parts and document pocket in the lid
- An additional handle on the back side improves handling when storing the case
- A robust, ergonomic, two-piece handle on the long side makes it convenient to carry the case
- 2 locking latches
- Can be stowed in the standard laboratory cabinets



Pos.	Description	Order No.	Qty.
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## EMT 4 Electric Vehicle Charging Station Trainer, Wallbox, Level 2

A charging station, also called a charge point or Electric Vehicle Supply Equipment (EVSE), supplies power for charging plug-in electric vehicles like cars, trucks, and hybrids. These stations can be installed in public areas, private homes, and parking lots. With the rise of electric vehicles, Electric Vehicle Charging Stations (EVCS) have become vital to the infrastructure, offering different charging levels (Level 1, 2, and 3) with varying speeds. Wallboxes, compact high-performance stations for private and semi-public use, can be integrated into energy management systems and smart homes. The Lucas-Nuelle training system teaches the installation, safety testing, and code compliance of charging stations, making it easy to integrate them into smart building systems.



Pos.	Description	Order No.	Qty.
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Wallboxes provide a safe and reliable EV recharging solution for homes, workplaces, retail stores, parking facilities, and the hospitality industry. They can be integrated into energy management systems, smart homes, photovoltaic systems, or smart meters. Regular electrical safety certification is required, and the equipment also trains personnel to inspect hardwired charging infrastructure and portable charging cables.

**Training contents**

- Understanding the structure and function of charging infrastructure systems
- Identifying the various types of charging columns and connection cables
- Determining the energy and power requirements for charging systems
- Learning about load management and assessing the energy and power requirements at the site
- Understanding the technical and legal requirements for installation
- Learning about the technical standards for connecting charging stations
- Testing communication signals (Cp) in mode A, B, C, and E
- Understanding the protective equipment of charging stations
- Learning about testing and maintenance according to national regulations
- Start/stop charging w/RFID Card, or NFC enabled smart watch/phone
- Troubleshooting potential issues

**Hardwired charging infrastructure**

- Learning project, general overview
- Adaptation of charging infrastructure to the upstream installation
- Electrical hazard
- Protective measures against electric shock
- Selection of components for charging infrastructure systems
- EV charging methods
- Inspection and testing of electrical charging stations in compliance with currently applicable standards
- Preparing an inspection report
- Setting up communication with the Wallbox
- Commissioning and configuration with the app
- Setting up various interfaces, WiFi, Bluetooth, LAN, RS485
- Troubleshooting wallboxes
- Documentation, hand-over and test report

**Portable charging infrastructure**

- Learning project, charging cable
- Selection of suitable charging cables for specific applications
- Relationship between cross-section, charging current and line designation/labelling
- Connector variants for charging cables
- Inspection and testing of charging cables as portable devices
- Use of emergency charging cables
- Special issues regarding the inspection and testing of emergency charging cables as portable devices
- Preparation of inspection and test reports for charging cables

Pos.	Description	Order No.	Qty.
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**Equipment set comprising the following:**

1	<b>MobileTrain "EV Charging Station Trainer, Wallbox, Level 2, 240V"</b>	CO5127-4Q57	1
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**Benefits of this training system:**

- Mobile, compact, and practical, making it easy to transport and set up
- Includes a real practical wall box with a high speed charging 22KW (240V 50 Amp) power capacity and supply line simulation
- Allows for practical commissioning and customer instruction
- Start/stop charging w/RFID Card, or NFC enabled smart watch/phone
- Networking is possible via various interfaces, including Ethernet, RS485, Wi-Fi, and Bluetooth
- Enables actual vehicle charging at a maximum power of 22KW
- Can be integrated into PV systems
- Comes with an integrated fault simulator

The training system has been developed for different training focuses. It consists not only of the Wallbox as a single device, but also includes the installation of the supply line and its safety devices. **The training system is very practical and is mainly aimed at the training of electricians.** If a charging infrastructure is to be set up, the first thing to be done is to determine or check the location, the max. power demand and also upstream feeders. If necessary, there may also be separate specifications from the energy supplier that must be observed. Then it is decided whether an installation is possible or not. If the installation is to be carried out, the following activities are trained on the training system:

- Protective conductor test (PE/GND) using Fluke 1664
- Insulation resistance measurement L1/L2 - GND using Fluke 1664
- Measurement of the tripping time of the RCD using Fluke 1664
- Measurement of the tripping current of the RCD using Fluke 1664
- Voltage measurement using Fluke 1664
- Loop impedance measurement using Fluke 1664

If the upstream installation or the supply line meets the corresponding requirements (observe country standard), the Wallbox can be plugged in and put into operation.

- Explanations of the technical data on the type plate, or the accompanying documentation
- Commissioning of the Wallbox
- Login and registration
- Determination of communication (Bluetooth, WLAN, LAN, RFID)
- Connecting the Fluke FEV 100 simulator to the charging cable
- Function test Fluke FEV 100:  
 Status A = No vehicle connected  
 Status B = Vehicle connected but not ready for charging  
 Status C = Vehicle connected and ready to charge  
 Status D = Fan switched on during gassing charging processes  
 PE Error key = charging process is interrupted GND error  
 GFCI Test button = RCD test
- 4mm safety sockets at the front of the simulator for measuring the CP signal at status A, B, C, D
- Handing over and briefing of the end customer, additional possibilities of the configuration

**The test equipment is not included. We recommend Fluke "FEV 100" and Fluke "1664FC US".**

**Notes:**

For some of the training systems, personal computers and a computer network is required. Please take note that PCs and network components are not part of the quote. Unless otherwise stated, the software in the quotation is provided as a single user license.

The pictures shown in our offer may differ from the scope of delivery due to technical improvements or supplementary optional articles.

Lucas-Nuelle, Inc. • 3909 Midlands Road • Suite-A • Williamsburg VA 23188

Triton College  
Attn: Andrea Blaylock  
2000 Fifth Ave, Bldg T-134  
River Grove, IL 60171

**Client number:** Triton College 2025  
**Contact:** Gerald Schex  
**E-Mail:** gerald.schex@lucas-nuelle.com

**Phone:** 757-808-5696  
**Fax:** 757-257-0252

**Reference:** 2577USAInfo-EVCS  
**Date:** 04/15/2025

## Quotation: 2577USAInfo-EVCS

Dear Andrea,

We thank you for interest in our teaching and training program and have pleasure in submitting the following offer, subject to the General Terms & Conditions of delivery of the Lucas-Nuelle company, as follows.

We hope that our offer complies with your requirements and assure you that we will give your order our very best attention. Looking forward to hearing from you soon.

Best regards

Gerald Schex  
Sales Director

Pos.	Description	Order No.	Qty.	Unit price in US\$	Total price in US\$
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## MobileTrain - Portable Training System

A portable training system liberates users. Teach and learn wherever needed. Packaged in a carrying case, these compact training systems are compact, universally deployable, set up rapidly and save storage space.

### Advantages of the MobileTrain System:

- Robust ABS material with removable lid
- Easy transport due to integrated telescopic handle and two large, stable castors
- 2 x 4 feet for better stability and protection when used in flat or standing position
- Removable foam cover in the lid
- Additional storage compartments for small parts and document pocket in the lid
- An additional handle on the back side improves handling when storing the case
- A robust, ergonomic, two-piece handle on the long side makes it convenient to carry the case
- 2 locking latches
- Can be stowed in the standard laboratory cabinets



Pos.	Description	Order No.	Qty.	Unit price in US\$	Total price in US\$
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## EMT 4 Electric Vehicle Charging Station Trainer, Wallbox, Level 2



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Pos.	Description	Order No.	Qty.	Unit price in US\$	Total price in US\$
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Wallboxes provide a safe and reliable EV recharging solution for homes, workplaces, retail stores, parking facilities, and the hospitality industry. They can be integrated into energy management systems, smart homes, photovoltaic systems, or smart meters. Regular electrical safety certification is required, and the equipment also trains personnel to inspect hardwired charging infrastructure and portable charging cables.

**Training contents**

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**Hardwired charging infrastructure**

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- Adaptation of charging infrastructure to the upstream installation
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- Relationship between cross-section, charging current and line designation/labelling
- Connector variants for charging cables
- Inspection and testing of charging cables as portable devices
- Use of emergency charging cables
- Special issues regarding the inspection and testing of emergency charging cables as portable devices

**Equipment set comprising the following:**

1	MobileTrain "EV Charging Station Trainer, Wallbox, Level 2, 240V"	CO5127-4Q57	5	7,675.00	38,375.00
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**The test equipment is not included. We recommend Fluke "FEV 100" and Fluke "1664FC US".**



Pos.	Description	Order No.	Qty.	Unit price in US\$	Total price in US\$
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<b>Total amount without taxes and tariffs</b>				<b>38,375.00</b>
<b>Transport to destination</b>				<b>2,767.50</b>
<b>Imposed tariffs, prorated</b>				<b>2,302.50</b>
<b>Total amount without taxes</b>				<b>43,444.50</b>

**Tariffs Disclaimer:**

As part of our commitment to customer support, Lucas-Nuelle Inc. handles all aspects of shipping, import compliance, currency exchange, customs and brokerage fees. We strive to offer the most competitive pricing, even in the face of ongoing uncertainty surrounding potentially imposed tariffs.

Our prices are based on actual production and calculated shipping costs, and all products ship directly from Germany. Please note that any tariffs or additional charges imposed by government authorities are partially added to the final invoice, based on the prevailing rate. These charges are typically the responsibility of the purchaser and can vary depending on the customs regulations of the destination country.

**Notes:**

For some of the training systems, personal computers and a computer network is required. Please take note that PCs and network components are not part of the quote. The software in the quotation is provided as a single user license. The pictures shown may differ from the scope of delivery due to technical improvements or supplementary optional articles.

Unit Prices: FCA, Free Carrier: transportation, commissioning, installation and training not included.  
 Validity: This quote is valid for 3 months. Quote void if 10% tariffs change, then new tariff rates will apply.  
 Payment terms: 30 days net.  
 Delivery time ex works: 16 to 20 weeks after written acceptance and confirmation of order.  
 Warranty: 2 years after delivery date.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

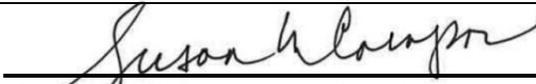
ACTION EXHIBIT NO. 17217

**SUBJECT: SUMMER 2025 COLLEGE FOR KIDS CAMP WITH DISTRICT 97**

**RECOMMENDATION:** That the Board of Trustees approve an Agreement with Oak Park Elementary School District 97 (“D97”) to offer a College for Kids Camp for up to fifty (50) D97 students. College for Kids Camp is a career exploration initiative that provides middle school-aged students with the opportunity to learn about different career fields and the skills needed to be successful in various occupations. The half-day camp will be offered on Triton’s campus, June 9 – June 26, 2025. D97 staff will be responsible for recruiting students and Triton College staff will be jointly responsible for supervising the students while on campus. Prior to the start of the camp, all personnel having direct daily contact with the students are required to complete background checks conducted by D97 and paid for by Triton. D97 has agreed to cover 100% of student tuition fees, which covers instruction, classroom/lab space, materials/supplies, daily lunch, and transportation, for all participating D97 students, up to \$20,550. Triton will cover the fees associated with background checks not to exceed an estimated amount of \$500.

**RATIONALE:** Triton College has developed a strong partnership with D97. Offering career exploration and awareness to D97 students provides them with the experience of being on a college campus and the opportunity to learn in state-of-the-art labs. College for Kids Camp serves the local communities by promoting postsecondary education and introducing middle school-aged children to potential future career pathways.

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Submitted to Board by:   
Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers’ Signatures Required:**

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<b>Mark R. Stephens</b> <b>Board Chairman</b>	<b>Tracy Jennings</b> <b>Secretary</b>	<b>Date</b>
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Related forms requiring Board signature: Yes  No

**AGREEMENT BETWEEN**  
**ILLINOIS COMMUNITY COLLEGE DISTRICT 504**  
**AND**  
**BOARD OF EDUCATION OF OAK PARK ELEMENTARY SCHOOL DISTRICT 97**

This Partnership Agreement Concerning the Career Exploration Program (“Agreement”) is entered into as of the 20<sup>th</sup> day of May, 2025, by and between the following parties: the Community College District 504, Cook County, Illinois, commonly known as Triton College (“Triton”) and the Board of Education of Oak Park Elementary School District 97, Cook County, Illinois (“the District”) (collectively, the “Parties”).

**RECITALS**

WHEREAS, College for Kids (the “Program”) is a career exploration program implemented by Triton College designed to provide middle school-aged students with the opportunity to learn about different career fields and the skills needed to go into various occupations;

WHEREAS, the Parties acknowledge that bringing career exploration and awareness to the District’s students provides significant benefits including the experience of being on a college campus, introduction to new career opportunities, and access to state-of-the-art labs, which helps plant the seed of postsecondary education and can aid the District’s students in heading towards a career pathway;

WHEREAS, the parties seek to continue implementation of the Program during a portion of the District’s summer break, from June 9 – June 26, 2025;

WHEREAS, the Parties shall collaborate to offer customized programming throughout the year that fits timeframes and durations that are convenient for the Parties, with the understanding that all parties shall, at their sole discretion, determine when Program offerings are convenient and may decline any offer that it deems to be inconvenient.

WHEREAS, the Parties wish to establish a long-term partnership that, contingent upon receipt of grant funding by any of the Parties, allows Triton to create customized programs that fit specific timeframes and that work best for the District and its students;

WHEREAS, in the future, the Parties may wish to expand the Program established in this Agreement to other timeframes or curriculum offerings;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

- 1. INCORPORATION OF PREAMBLE RECITALS.** The above preamble recitals shall be considered a part of this Agreement and shall be binding upon the Parties hereto.
- 2. TRITON’S RESPONSIBILITIES.**
  - a. Program Design.** Triton shall design each Program so that District students have a variety of academic areas of study to choose from. The career exploration-based classes, taught by professionals in the field, will promote interactive learning through real-world application. Curriculum will focus on building communication, teamwork, leadership, and content specific

skills by implementing hands-on activities and group projects. Areas of study shall be offered based on the availability of instructors and class/lab space, in Triton's sole discretion.

- b. Advertising and Placement of Students.** The Parties shall collaborate to develop marketing information and a cohesive enrollment process, explaining the Program offerings and design that the District can use to advertise the Program to its students and families. Triton shall allow District students to select their top three areas of study and shall place District students in their highest available area of study based on availability. There shall be no financial obligation incurred by Triton in the development or distribution of the marketing materials or recruiting of students.
- c. Safety and Supervision.** For the purpose of ensuring student safety and supervision of District students during Program activities, the Parties shall be jointly responsible for safety and supervision, including all responsibilities related to the education, care, and wellbeing of District students at all times that the District students are present on Triton's campus. Triton shall be solely responsible for its property (real property and personal property such as equipment and tools) while District students are on Triton's campus.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on field trips and on buses during transportation to and from field trip locations.

- d. Background Checks.** The Parties acknowledge that all personnel having direct daily contact with District students are required to complete and pass a background check prior to the start of the Program in accordance with 105 ILCS 5/10-21.9 and employment history review in accordance with "Faith's Law," 105 ILCS 5/22-94. Triton hereby authorizes the District to conduct background checks and employment history reviews on all Triton employees, contractors, agents, or any of its personnel (collectively "Personnel") who will have direct daily contact with District students. Triton shall provide the District with the necessary information and individual's consent to conduct background checks for all Personnel that will have direct daily contact with District students. The District reserves the right at its sole discretion to disqualify any proposed Personnel based on the results of this background check or employment history review.
- e. Cost.** Triton will be solely responsible for covering the cost of the background checks and history reviews completed on behalf of Triton employees, but shall have no responsibility to review the result of the background investigation.

**f. DISTRICT'S RESPONSIBILITIES**

- a. Student Sign-Up.** The District shall be responsible for circulating initial information regarding the scope of the Program and dates of the Program to parents/guardians and shall obtain parent/guardian consent for student participation. The District shall assist in facilitating any subsequent requests for information between Triton and District students, including additional forms, contracts, and contact information.
- b. Transportation.** The District shall provide transportation to and from the District's middle schools, Triton College, and field trip locations and all associated costs of such transportation. The District shall also provide any logistics necessary for the pickup and drop off locations.

- c. **Safety and Supervision.** For the purpose of ensuring students safety and supervision of District students during Program activities, the District shall provide staff that will accompany District students for supervision and support throughout all Program activities. The Parties shall be jointly responsible for safety and supervision, including all responsibilities related to the education, care, and wellbeing of District students at all times that the District students are present on Triton’s campus.

The District will be solely responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on buses during transportation between the middle schools and Triton College.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of District students at all times that District students are present on field trips and on buses during transportation to and from field trip locations.

- d. **Background Checks.** The Parties acknowledge that all personnel having direct daily contact with District students are required to complete and pass a background check prior to the start of the Program in accordance with 105 ILCS 5/10-21.9 and employment history review in accordance with “Faith’s Law,” 105 ILCS 5/22-94. Triton hereby authorizes the District to conduct background checks and employment history reviews on all Triton employees, contractors, agents, or any of its personnel (collectively “Personnel”) who will have direct daily contact with District students. Triton shall provide the District with the necessary information and individual’s consent to conduct background checks for all Personnel that will have direct daily contact with District students. The District reserves the right at its sole discretion to disqualify any proposed Personnel based on the results of this background check or employment history review.
- e. **Costs.** The total cost to operate the 2025 Summer Break College for Kids Camp for a maximum of fifty (50) students is \$20,550. The District shall be solely responsible for covering the total costs associated with snacks, T-shirts, and transporting all students to and from the District’s middle schools, Triton College, and field trip locations. The District shall also be responsible for covering the costs of tuition (which includes teacher/counselor wages, materials, supplies, lunch, and operational fees) for District sixth through eighth grade students enrolled in the Program. The District shall be solely responsible for collecting registrations and sharing registration information with Triton. Total enrollment shall be limited to fifty (50) students, and the total tuition expenses will be fixed at \$20,550, irrespectively of whether the maximum enrollment is reached. Payment can be made to Triton, in installments or in one lump sum with final total payment being made on or before Monday, July 28, 2025.

#### 4. TERM AND TERMINATION

- a. **Term.** This Agreement shall have an initial term of one year from the effective date. The Program offering will be from June 9 – June 26, 2025. Thereafter, the Parties will collaborate to establish further dates and the scope of the Program offerings, which shall be memorialized in writing as an Addendum to this Agreement, in accordance with the terms of this Agreement should the Parties want to continue with this Program. Any agreed upon Program offerings for District students shall be subject to the terms of this Agreement, the Addendum and shall require the written agreement of the authorized agents of the Parties.

- b. Termination for Cause.** Should any party fail to meet one or more of its material obligations under this Agreement, and the parties do not resolve the matter informally, any party may give the written notice of its intent to terminate this Agreement for cause, citing the failures with specificity. Upon receipt of such notice, the party in breach shall have ten (10) days to cure the failures cited in the notice. Should the party in breach then fail to timely cure, the Agreement shall terminate for cause following issuance of subsequent notice of failure to cure.
- c. Termination for Convenience.** Any party may terminate this Agreement for any reason by giving the other parties at least thirty (30) days' written notice, signed by the authorized agent of the terminating Party.

**5. MISCELLANEOUS PROVISIONS**

- a. Indemnification.** Each party acknowledges that it shall remain responsible for any liability arising from the actions or omissions of its own employees and agents. Each party acknowledges that it shall remain responsible for any liability to its own employees arising from such employment. Each party agrees to indemnify, defend and hold harmless the other parties and their board members, incorporators, directors, administrators, employees, counsel and agents against any and all claims, suits, actions, damages, costs, charges and expenses, including reasonable court costs and attorneys' fees, and against all liability, losses and damages of any nature whatsoever due to the actions or omissions of the indemnifying party's employees or agents. In no event will either party be jointly and/or severally liable for the actions or omissions of the other party.

Triton College, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.

- b. Insurance.** Each party shall procure and maintain at all times during this Agreement, insurance through an insurance company or companies licensed to conduct business in Illinois with coverage and limits as follows:

<u>Type</u>	<u>Limits</u>
Commercial General Liability	
Per Occurrence:	\$2,000,000
Aggregate:	\$5,000,000
Automobile Liability:	\$1,000,000 (combined single limit)
Workers' Compensation:	Statutory Minimum
Umbrella / Excess:	\$2,000,000 aggregate

Each Party shall provide the other parties with a certificate of insurance stating the above referenced limits and naming the other parties as additional insured for all events arising from or related to this Agreement.

- c. Authority.** Each party warrants to the other that it is authorized to execute, deliver and perform this Agreement, in an official capacity only and the representative shall have no personal liability under this Agreement. Each party warrants to the other that execution, delivery and performance of this Agreement does not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this Agreement on behalf of a party warrants to the other party that such individual is authorized,

as an officer of the entity, to execute this Agreement in the name of the party on whose behalf he or she executes it in an official capacity only.

- d. **Binding Effect.** This Agreement shall be binding on the parties and their respective successors. It may not be assigned.
- e. **Governing Law.** This Agreement is governed by and shall be interpreted and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois.
- f. **Waivers and Modifications.** No waiver of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and signed by the authorized agent of the party making the waiver, and then shall be effective only in the specific instance and for the purpose given. This Agreement shall not in any other way be modified except in writing signed by the authorized agents of all parties.
- g. **Notices.** Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, as follows:

**Oak Park Elementary Schools District 97:**

Dr. Ushma Shah  
Superintendent  
260 Madison Street  
Oak Park, IL 60302  
Tel: (708) 524-3000  
[ushah@op97.org](mailto:ushah@op97.org)

**Community College District 504, Triton College:**

Dr. Susan Campos  
Vice President, Academic Affairs  
2000 Fifth Avenue  
River Grove, IL 60171  
Tel: (708) 456-0300  
[susancampos@triton.edu](mailto:susancampos@triton.edu)

With a Copy to:

Robbins Schwartz  
c/o Matthew J. Gardner  
55 W. Monroe St., #800  
Chicago, IL 60603  
[mgardner@robbins-schwartz.com](mailto:mgardner@robbins-schwartz.com)

With a Copy to:

Sarie Winner  
Winner Law  
2344 W. Melrose  
Chicago, IL 60618  
[winnersarie@gmail.com](mailto:winnersarie@gmail.com)

- h. **Non-Assignability and No Third-Party Beneficiaries.** This Agreement is not transferable or assignable by the parties. There are no third-party beneficiaries to this Agreement.
- i. **Non-Discrimination and Workplace Conduct.** No Party shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each Party certifies that it is an equal opportunity employer, that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105, and maintains a Drug Free Workplace in compliance with applicable law.
- j. **Entire Agreement.** This Agreement expresses the complete and final understanding of the parties with respect to its subject matter. The parties agree that this Agreement shall apply to any Program offerings or activities involving District students occurring at Triton College for the purposes stated herein.

**k. Execution.** This Agreement may be executed in duplicate counterparts, each of which shall be as effective as the others upon approval and execution by all parties.

**l. Severability.** If any provisions of this Agreement shall be declared invalid for any reason, such invalidation shall not affect other provisions of this Agreement which can be given effect without the invalid provisions and to this end the provisions of the Agreement are to be deemed severable.

IN WITNESS WHEREOF, the parties have executed this Agreement on or before, May 20, 2025.

**Oak Park Elementary Schools District 97:**

**Community College District 504, Triton College:**

By: \_\_\_\_\_

By: \_\_\_\_\_

Mark R. Stephens, Board Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17218

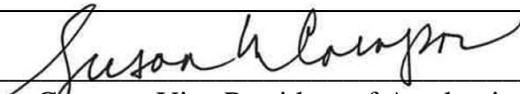
**SUBJECT: SUMMER 2025 COLLEGE FOR KIDS CAMP WITH FRIDAY NIGHT PLACE**

**RECOMMENDATION:** That the Board of Trustees approve an Agreement with Fellowship Community Services, Inc., a/k/a Friday Night Place (“FNP”) to offer a College for Kids Camp for up to fifteen (15) FNP students. College for Kids Camp is a career exploration initiative that provides middle school-aged students with the opportunity to learn about different career fields and the skills needed to be successful in various occupations. The half-day camp will be offered on Triton’s campus, June 16–June 26, 2025. FNP staff will be responsible for recruiting students and Triton College staff will be jointly responsible for supervising the students while on campus. Prior to the start of the camp, all personnel having direct daily contact with the students are required to complete background checks conducted by D97 and paid for by Triton. D97 has agreed to cover 100% of student tuition fees, which covers instruction, classroom/lab space, materials/supplies, daily lunch, and transportation, for all participating D97 students, up to \$9,260. Triton will cover the fees associated with background checks not to exceed an estimated amount of \$500.

**RATIONALE:** Triton College has developed a strong partnership with FNP. Offering career exploration and awareness to FNP students provides them with the experience of being on a college campus and the opportunity to learn in state-of-the-art labs. College for Kids Camp serves the local communities by promoting postsecondary education and introducing middle school-aged children to potential future career pathways.

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**Submitted to Board by:** \_\_\_\_\_

  
Dr. Susan Campos, Vice President of Academic Affairs

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**Board Officers’ Signatures Required:**

\_\_\_\_\_  
**Mark R. Stephens  
Board Chairman**

\_\_\_\_\_  
**Tracy Jennings  
Secretary**

\_\_\_\_\_  
**Date**

Related forms requiring Board signature: Yes  No

**AGREEMENT BETWEEN**  
**ILLINOIS COMMUNITY COLLEGE DISTRICT 504**  
**AND**  
**FELLOWSHIP COMMUNITY SERVICES, INC. / FRIDAY NIGHT PLACE**

This Partnership Agreement Concerning the Career Exploration Program (“Agreement”) is entered into as of the 20<sup>th</sup> day of May, 2025, by and between the following parties: the Community College District 504, Cook County, Illinois, commonly known as Triton College (“Triton”) and Fellowship Community Services, Inc., a/k/a Friday Night Place (“Friday Night Place”) (collectively, the “Parties”).

**RECITALS**

WHEREAS, College for Kids (the “Program”) is a career exploration program implemented by Triton College designed to provide middle school-aged students with the opportunity to learn about different career fields and the skills needed to go into various occupations;

WHEREAS, the Parties acknowledge that bringing career exploration and awareness to the Friday Night Place’s students provides significant benefits including the experience of being on a college campus, introduction to new career opportunities, and access to state-of-the-art labs, which helps plant the seed of postsecondary education and can aid the Friday Night Place’s students in heading towards a career pathway;

WHEREAS, the parties seek to continue implementation of the Program during a portion of the Friday Night Place’s summer break, from June 16 – June 26, 2025;

WHEREAS, the Parties shall collaborate to offer customized programming throughout the year that fits timeframes and durations that are convenient for the Parties, with the understanding that all parties shall, at their sole discretion, determine when Program offerings are convenient and may decline any offer that it deems to be inconvenient.

WHEREAS, the Parties wish to establish a long-term partnership that, contingent upon receipt of grant funding by any of the Parties, allows Triton to create customized programs that fit specific timeframes and that work best for Friday Night Place and its students;

WHEREAS, in the future, the Parties may wish to expand the Program established in this Agreement to other timeframes or curriculum offerings;

NOW, THEREFORE, in consideration of the mutual promises contained herein, the Parties agree as follows:

- 1. INCORPORATION OF PREAMBLE RECITALS.** The above preamble recitals shall be considered a part of this Agreement and shall be binding upon the Parties hereto.
- 2. TRITON’S RESPONSIBILITIES.**
  - a. Program Design.** Triton shall design each Program so that Friday Night Place students have a variety of academic areas of study to choose from. The career exploration-based classes, taught by professionals in the field, will promote interactive learning through real-world application. Curriculum will focus on building communication, teamwork, leadership, and content specific

skills by implementing hands-on activities and group projects. Areas of study shall be offered based on the availability of instructors and class/lab space, in Triton's sole discretion.

- b. Advertising and Placement of Students.** The Parties shall collaborate to develop marketing information and a cohesive enrollment process, explaining the Program offerings and design that Friday Night Place can use to advertise the Program to its students and families. Triton shall allow Friday Night Place students to select their top three areas of study and shall place Friday Night Place students in their highest available area of study based on availability. There shall be no financial obligation incurred by Triton in the development or distribution of the marketing materials or recruiting of students.
- c. Safety and Supervision.** For the purpose of ensuring student safety and supervision of Friday Night Place students during Program activities, the Parties shall be jointly responsible for safety and supervision, including all responsibilities related to the education, care, and wellbeing of Friday Night Place students at all times that the Friday Night Place students are present on Triton's campus. Triton shall be solely responsible for its property (real property and personal property such as equipment and tools) while Friday Night Place students are on Triton's campus.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of Friday Night Place students at all times that Friday Night Place students are present on field trips and on buses during transportation to and from field trip locations.

- d. Transportation.** Triton shall provide transportation to and from designated Friday Night Place pick-up/drop-off sites, Triton College, and field trip locations and all associated costs of such transportation. Triton shall also provide any logistics necessary for the pickup and drop off locations.
- e. Background Checks.** The Parties acknowledge that all personnel having direct daily contact with Friday Night Place students are required to complete and pass a background check prior to the start of the Program in accordance with 105 ILCS 5/10-21.9 and employment history review in accordance with "Faith's Law," 105 ILCS 5/22-94. Triton hereby authorizes the Board of Education of Oak Park Elementary School District 97 (the "District") to conduct background checks and employment history reviews on all Triton employees, contractors, agents, or any of its personnel (collectively "Personnel") who will have direct daily contact with Friday Night Place students. Triton shall provide the District with the necessary information and individual's consent to conduct background checks for all Personnel that will have direct daily contact with Friday Night Place students. The District reserves the right at its sole discretion to disqualify any proposed Personnel based on the results of this background check or employment history review.
- f. Cost.** Triton will be solely responsible for covering the cost of the background checks and history reviews completed on behalf of Triton employees, but shall have no responsibility to review the result of the background investigation.

#### **FRIDAY NIGHT PLACE'S RESPONSIBILITIES**

- a. Student Sign-Up.** Friday Night Place shall be responsible for circulating initial information regarding the scope of the Program and dates of the Program to parents/guardians and shall obtain parent/guardian consent for student participation. Friday Night Place shall assist in

facilitating any subsequent requests for information between Triton and Friday Night Place students, including additional forms, contracts, and contact information.

- b. Safety and Supervision.** For the purpose of ensuring students safety and supervision of Friday Night Place students during Program activities, Friday Night Place shall provide staff that will accompany Friday Night Place students for supervision and support throughout all Program activities. The Parties shall be jointly responsible for safety and supervision, including all responsibilities related to the education, care, and wellbeing of Friday Night Place students at all times that the Friday Night Place students are present on Triton’s campus.

Friday Night Place will be solely responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of Friday Night Place students at all times that Friday Night Place students are present on buses during transportation between designated Friday Night Place pick-up/drop-off sites and Triton College.

The Parties shall be jointly responsible for safety and supervision, including all responsibility related to the education, care, and wellbeing of Friday Night Place students at all times that Friday Night Place students are present on field trips and on buses during transportation to and from field trip locations.

- c. Background Checks.** The Parties acknowledge that all personnel having direct daily contact with Friday Night Place students are required to complete and pass a background check prior to the start of the Program in accordance with 105 ILCS 5/10-21.9 and employment history review in accordance with “Faith’s Law,” 105 ILCS 5/22-94. Triton hereby authorizes the Board of Education of Oak Park Elementary School District 97 (the District) to conduct background checks and employment history reviews on all Triton employees, contractors, agents, or any of its personnel (collectively “Personnel”) who will have direct daily contact with Friday Night Place students. Triton shall provide the District with the necessary information and individual’s consent to conduct background checks for all Personnel that will have direct daily contact with Friday Night Place students. The District reserves the right at its sole discretion to disqualify any proposed Personnel based on the results of this background check or employment history review.
- d. Costs.** The total cost to operate the 2025 Summer Break College for Kids Camp for a maximum of fifteen (15) students is \$9,260. Friday Night Place shall be solely responsible for covering the total costs associated with snacks, T-shirts, and transporting all students to and from designated Friday Night Place pick-up/drop-off sites, Triton College, and field trip locations. Friday Night Place shall also be responsible for covering the costs of tuition (which includes teacher/counselor wages, materials, supplies, lunch, transportation, and operational fees) for Friday Night Place sixth through eighth grade students enrolled in the Program. Friday Night Place shall be solely responsible for collecting registrations and sharing registration information with Triton. Total enrollment shall be limited to fifteen (15) students, and the total tuition expenses will be fixed at \$9,260, irrespectively of whether the maximum enrollment is reached. Payment can be made to Triton in installments or in one lump sum with final total payment being made on or before Monday, July 28, 2025.

#### **4. TERM AND TERMINATION**

- a. Term.** This Agreement shall have an initial term of one year from the effective date. The Program offering will be from June 16 – June 26, 2025. Thereafter, the Parties will collaborate to establish further dates and the scope of the Program offerings, which shall be memorialized

in writing as an Addendum to this Agreement, in accordance with the terms of this Agreement should the Parties want to continue with this Program. Any agreed upon Program offerings for Friday Night Place students shall be subject to the terms of this Agreement, the Addendum and shall require the written agreement of the authorized agents of the Parties.

- b. Termination for Cause.** Should any party fail to meet one or more of its material obligations under this Agreement, and the parties do not resolve the matter informally, any party may give the written notice of its intent to terminate this Agreement for cause, citing the failures with specificity. Upon receipt of such notice, the party in breach shall have ten (10) days to cure the failures cited in the notice. Should the party in breach then fail to timely cure, the Agreement shall terminate for cause following issuance of subsequent notice of failure to cure.
- c. Termination for Convenience.** Any party may terminate this Agreement for any reason by giving the other parties at least thirty (30) days' written notice, signed by the authorized agent of the terminating Party.

**5. MISCELLANEOUS PROVISIONS**

- a. Indemnification.** Each party acknowledges that it shall remain responsible for any liability arising from the actions or omissions of its own employees and agents. Each party acknowledges that it shall remain responsible for any liability to its own employees arising from such employment. Each party agrees to indemnify, defend and hold harmless the other parties and their board members, incorporators, directors, administrators, employees, counsel and agents against any and all claims, suits, actions, damages, costs, charges and expenses, including reasonable court costs and attorneys' fees, and against all liability, losses and damages of any nature whatsoever due to the actions or omissions of the indemnifying party's employees or agents. In no event will either party be jointly and/or severally liable for the actions or omissions of the other party.

Triton College, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation.

- b. Insurance.** Each party shall procure and maintain at all times during this Agreement, insurance through an insurance company or companies licensed to conduct business in Illinois with coverage and limits as follows:

<u>Type</u>	<u>Limits</u>
Commercial General Liability	
Per Occurrence:	\$2,000,000
Aggregate:	\$5,000,000
Automobile Liability:	\$1,000,000 (combined single limit)
Workers' Compensation:	Statutory Minimum
Umbrella / Excess:	\$2,000,000 aggregate

Each Party shall provide the other parties with a certificate of insurance stating the above referenced limits and naming the other parties as additional insured for all events arising from or related to this Agreement.

- c. Authority.** Each party warrants to the other that it is authorized to execute, deliver and perform this Agreement, in an official capacity only and the representative shall have no personal

liability under this Agreement. Each party warrants to the other that execution, delivery and performance of this Agreement does not constitute a breach or violation of any agreement, undertaking, law or ordinance by which that party is bound. Each individual signing this Agreement on behalf of a party warrants to the other party that such individual is authorized, as an officer of the entity, to execute this Agreement in the name of the party on whose behalf he or she executes it in an official capacity only.

- d. Binding Effect.** This Agreement shall be binding on the parties and their respective successors. It may not be assigned.
- e. Governing Law.** This Agreement is governed by and shall be interpreted and enforced in accordance with the laws of the State of Illinois. Jurisdiction and venue for all disputes shall be the Circuit Court located in Cook County, Illinois.
- f. Waivers and Modifications.** No waiver of any term or condition of this Agreement shall be binding or effective for any purpose unless expressed in writing and signed by the authorized agent of the party making the waiver, and then shall be effective only in the specific instance and for the purpose given. This Agreement shall not in any other way be modified except in writing signed by the authorized agents of all parties.
- g. Notices.** Any notice, payment, request, instruction, or other document to be delivered hereunder shall be deemed sufficiently given if in writing and delivered personally or mailed by certified mail, postage prepaid, as follows:

**Fellowship Community Services, Inc.:**

Deacon Wiley H. Samuels, Jr.  
Executive Director  
1106 Madison Street, 2<sup>nd</sup> Fl.  
Oak Park, IL 60302  
[wileysam@gmail.com](mailto:wileysam@gmail.com)

**Community College District 504, Triton College:**

Dr. Susan Campos  
Vice President, Academic Affairs  
2000 Fifth Avenue  
River Grove, IL 60171  
Tel: (708) 456-0300  
[susancampos@triton.edu](mailto:susancampos@triton.edu)

With a Copy to:

Sarie Winner  
Winner Law  
2344 W. Melrose  
Chicago, IL 60618  
[winnersarie@gmail.com](mailto:winnersarie@gmail.com)

- h. Non-Assignability and No Third-Party Beneficiaries.** This Agreement is not transferable or assignable by the parties. There are no third-party beneficiaries to this Agreement.
- i. Non-Discrimination and Workplace Conduct.** No Party shall not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Each Party certifies that it is an equal opportunity employer, that it maintains a written sexual harassment policy in conformance with 775 ILCS 5/2-105, and maintains a Drug Free Workplace in compliance with applicable law.

- j. Entire Agreement.** This Agreement expresses the complete and final understanding of the parties with respect to its subject matter. The parties agree that this Agreement shall apply to any Program offerings or activities involving Friday Night Place students occurring at Triton College for the purposes stated herein.
- k. Execution.** This Agreement may be executed in duplicate counterparts, each of which shall be as effective as the others upon approval and execution by all parties.
- l. Severability.** If any provisions of this Agreement shall be declared invalid for any reason, such invalidation shall not affect other provisions of this Agreement which can be given effect without the invalid provisions and to this end the provisions of the Agreement are to be deemed severable.

IN WITNESS WHEREOF, the parties have executed this Agreement on or before, May 20, 2025.

**Fellowship Community Services, Inc.,  
a/k/a Friday Night Place:**

**Community College District 504, Triton College:**

By: \_\_\_\_\_

By: \_\_\_\_\_  
Mark R. Stephens, Board Chairman

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17219

**SUBJECT: REVISED CARLI I-SHARE MEMBERSHIP AGREEMENT**

**RECOMMENDATION:** That the Board of Trustees approve and sign the revised I-Share and Membership Agreements with CARLI (Council of Academic and Research Libraries in Illinois). The Agreements will be effective upon execution and then end June 30, 2025, will automatically renew annually. The Agreements are at no cost to the College.

**RATIONALE:** CARLI is the statewide organization that represents academic libraries in Illinois. CARLI offers a statewide shared online catalog called I-Share, negotiates with vendors to provide group pricing on database, and organizes professional development opportunities for library personnel.

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**Submitted to Board by:** \_\_\_\_\_  
Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

_____	_____	_____
<b>Mark R. Stephens Board Chairman</b>	<b>Tracy Jennings Secretary</b>	<b>Date</b>

Related forms requiring Board signature: Yes  No

## ATTACHMENT A



**Consortium of Academic and Research Libraries in Illinois  
Membership Agreement  
2005  
Revised 2012  
Updated December 2019  
Updated January 1, 2025**

CARLI's mission is, "We empower our academic and research libraries to build and sustain an accessible, diverse, and responsive knowledge environment that promotes excellence and innovation in teaching, learning, and research. CARLI adds value for all member libraries by sharing costs, collections, expertise, programs, products, and services."

CARLI membership does not replace an institution's obligation to maintain and enhance library collections, staff, and technological infrastructure, in order to meet the primary teaching, learning and research needs of its students, faculty, staff, and other principal clientele. Each member library retains autonomy over its staff, operations, and budget. However, participation in CARLI requires collaboration and commitment to the Consortium. In consideration for membership in CARLI, the institution agrees:

- To abide by the CARLI Bylaws and the common policies, protocols, rules, and regulations adopted by CARLI.
- To assume and pay promptly all financial obligations arising from membership and participation in services offered through CARLI.
- To act in accordance with all terms and conditions of contractual agreements made by CARLI and its business and contractual agent, The Board of Trustees of the University of Illinois ("University"), on behalf of member libraries, and to accept responsibility for the acts or omissions of its own employees related to such agreements.
- To maintain physical facilities, collections of information resources, staff and library services adequate to meet the core needs of the institution's primary clientele.
- To allow physical access to library facilities for the student, faculty, and staff of other CARLI without undue restrictions.
- To share its information and library resources freely and fairly with the students, faculty, and staff of other CARLI member libraries.
- To maintain current awareness of CARLI programs, services, technologies, policies, and best practices, to meet the institution's responsibilities to its fellow CARLI members.

- To play an active part in CARLI, including the provision of consultation, advice, and expertise to colleagues in other member libraries; support for staff participation in consortially provided forums, workshops, and continuing education opportunities; and support for appropriate staff to serve on CARLI committees, task forces, and working groups.

Failure to comply with these terms and conditions may lead to the imposition of sanctions or membership termination as specified in CARLI’s Bylaws, and other legal actions arising from the member library’s contractual obligations with vendors and service providers as may be appropriate.

**Notices**

All notices must be in writing and delivered to the party’s representative named below, appropriate to the nature of the notice by U.S. first class postage paid certified mail with return receipt requested; by a nationally recognized overnight courier or commercial carrier with delivery receipt; or by email, except that email is not permitted for legal notices. Notices are effective upon receipt by the designated representative, except that email is effective as of the first business day after the email is sent. A party may change its representative at any time by written notice to the other party.

CARLI Representative	Institution Representative
Anne Craig Senior Director The Consortium of Academic and Research Libraries in Illinois (CARLI) 1704 Interstate Drive Champaign, Illinois 61822 <a href="mailto:abcraig@uillinois.edu">abcraig@uillinois.edu</a> 217-300-0375	Mark R. Stephens Triton College 2000 Fifth Ave River Grove, IL 60171 Tel.: 708-456-0300 Email: [Contact Person Email Address]

Membership in CARLI is effective upon execution of this agreement. Annual renewal of membership requires the completion of an online membership certification questionnaire and payment of a membership fee. Membership renewal is effective on July 1 and is in effect until June 30 of the succeeding year, unless notification of intent to terminate membership is received, as specified in CARLI’s Bylaws (<https://www.carli.illinois.edu/sites/files/Bylaws.pdf>).

**Acceptance of CARLI Membership Agreement**

As legally authorized representatives to execute agreements and contracts and to financially obligate the institution named below, I agree by signing this document that the institution will abide by all the terms and conditions stated in this agreement for membership in CARLI.

**Name of Institution:** Triton College

**Institution:**

\_\_\_\_\_  
*Signature*

Mark R. Stephens

\_\_\_\_\_  
*Print Name*

Board Chairman

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**Acknowledged by CARLI:**

**Acknowledged by Library:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**To be completed by Institution and returned to:**  
**Consortium of Academic and Research Libraries in Illinois (CARLI)**  
**1704 Interstate Drive**  
**Champaign, IL 61822**  
[support@carli.illinois.edu](mailto:support@carli.illinois.edu)

ATTACHMENT B



CARLI

Consortium of  
Academic and Research  
Libraries in Illinois

**CARLI I-Share Participant Institution Agreement  
Between  
The Consortium of Academic and Research Libraries in Illinois and  
Triton College**

-----  
**Updated January 1, 2025**

This CARLI I-Share Participant Institution Agreement (“Agreement”), between the Consortium of Academic and Research Libraries in Illinois (“CARLI”) and Triton College, a [LEGAL DESCRIPTION OF PARTICIPANT] (“Participant”), is effective on the date of the last authorizing signature. The purpose of this Agreement is to define each party’s responsibilities with regard to their involvement in the I-Share program.

**I. Recitals**

**Whereas**, CARLI is a voluntary, unincorporated association of institutions of higher education and research libraries in Illinois; and  
**Whereas**, Participant is currently a CARLI Governing Member; and  
**Whereas**, I-Share is an online catalog and library management system managed by CARLI to support library resource sharing among I-Share Participants; and  
**Whereas**, I-Share comprises computer hardware and software centrally acquired and supported by University staff employed to maintain CARLI resources; and  
**Whereas**, Participant is either currently participating in the I-Share program and wishes to continue this participation or has submitted an application to participate in I-Share, an application which the CARLI Governance Board (“Board”) has decided to accept; and  
**Whereas**, CARLI and Participant wish to ensure that each party understands its respective rights and responsibilities within the I-Share program.  
**Now, therefore**, in consideration of the mutual promises made herein, and for other good and valuable consideration, the parties agree as follows:

**II. Purpose, Funding and Structure of I-Share**

1. CARLI will provide and support the I-Share suite of products for library management and resource sharing, along with best practices documentation and continuing education resources. CARLI will maintain a business continuity plan that outlines detailed policies for I-Share data security, emergency operation and data recovery.
2. I-Share resource sharing is intended to supplement, not replace, Participant’s own collection and its ongoing development.
3. I-Share is funded by a combination of annual assessment fees paid by participating institutions and state funds as budgeted to CARLI by the University of Illinois System.

4. In return for the cost-sharing investments in I-Share, Participants are expected to fully and freely provide access to their circulating collections to authorized patrons of other I-Share Participants through I-Share's resource sharing programs, and to treat those authorized patrons as generously as they treat the patrons of their own library.

### III. Participant Qualifications and Requirements

1. Participation in I-Share is available only to libraries that have joined CARLI as Governing Members.
  - a. CARLI membership policies are outlined in the *CARLI Bylaws*<sup>1</sup>, which is incorporated herein by reference; an electronic copy of the CARLI Bylaws is available at the website found in the associated footnote or a paper copy is available upon request.
2. Participant must maintain its Governing Member status in good standing in order to participate in the I-Share program.
3. CARLI members seeking to participate in I-Share must complete an I-Share application and meet criteria beyond those required for general membership in CARLI.
4. I-Share participation is granted at the discretion of the Board and is neither guaranteed nor implied by Participant's status as a CARLI Governing Member.

### IV. Participant Responsibilities

Participant agrees to the following:

1. Abide and be bound by all relevant CARLI and I-Share governing and operational documents, including the *CARLI Bylaws*, the *ILLINET Interlibrary Loan Code*<sup>2</sup>, and the *I-Share Library Resource Sharing Code*<sup>3</sup>. The three listed documents are all incorporated herein by reference; electronic copies of the documents may be obtained by visiting the website found in the associated footnote or paper copies of the documents are available upon request.
2. Abide by all I-Share policies adopted<sup>4</sup> by the Board.
3. Comply with the federal *Family Educational Rights and Privacy Act (FERPA)* (20 U.S.C. § 1232g; 34 CFR Part 99), and the *Illinois Library Records Confidentiality Act* (75 ILCS 70/).
  - a. Participants assume responsibility for the acts of its employees related to these acts, unless the employee acts in a grossly negligent manner or purposefully and knowingly violates the law, in which case the employee shall be responsible for

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<sup>1</sup> CARLI Bylaws: <http://www.carli.illinois.edu/sites/files/Bylaws.pdf>

<sup>2</sup> ILLINET Interlibrary Loan Code, Revised in 2015: [https://www.ilsos.gov/departments/library/libraries/ill\\_code.html](https://www.ilsos.gov/departments/library/libraries/ill_code.html)

<sup>3</sup> I-Share Resource Sharing Code, 2021: <http://www.carli.illinois.edu/products-services/i-share/circ/I-ShareResourceSharingCode>

<sup>4</sup> I-Share Policies: <https://www.carli.illinois.edu/products-services/i-share/i-share-documentation>

- his or her own acts.
- b. Continue to develop its collections to provide primary support for its mission/curriculum.
  - c. Establish all necessary procedures and protocols to ensure the proper use, storage, and confidentiality of any I-Share data Participant retains on its own servers or for its own purposes beyond the day-to-day operation of the library management system, including personally identifiable information of Participant's or other I-Share participant's patrons. With regard to this data, Participant shall comply with all of its institutional rules regarding data security, Institutional Review Board approval, as well as all other federal, state and local laws that apply to such data.
    - i. Participants will have access to their own library's I-Share data and to any data or statistics generated in the library management software that is related to Participant's own collection and patrons.
  - d. Abide by, accept, and adopt the provisions of any I-Share-related contractual agreements made by The Board of Trustees of the University of Illinois as CARLI's fiscal and contractual agent to provide I-Share services.
  - e. Refrain from the infringement or unauthorized use of any library-licensed or CARLI-licensed data or software products.
  - f. Refrain from the unauthorized disclosure of any proprietary or confidential information Participant may maintain relevant to the I-Share program or its own operational program.
  - g. Provide the valid patrons of all I-Share Participants generous access and a minimum of barriers to Participant's circulating collections through I-Share's resource sharing program.
  - h. Support reciprocity in resource sharing and refrain from implementing policy or operational changes that would significantly diminish I-Share resource sharing access to Participant's circulating collections on a permanent basis.
  - i. Provide and maintain current patron data in I-Share in the format and manner specified by CARLI.
  - j. Provide and maintain current bibliographic data in I-Share describing Participant's collection, holdings, and item availability status in acceptable formats and quality standards as defined by CARLI's *Cooperative Cataloging Policies for I-Share*,<sup>5</sup> incorporated herein by reference.
  - k. Participate in the Illinois Library Delivery System (ILDS) to transport I-Share resource sharing materials, and process outgoing and incoming ILDS shipments promptly.
    - i. CARLI will not be held responsible for damage to library and/or shipping

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<sup>5</sup> *Cooperative Cataloging Policies for I-Share*, 2023: <http://www.carli.illinois.edu/products-services/i-share/coop-cat-policies>

materials.

- l. Participate in I-Share continuing education to develop and maintain I-Share expertise amongst Participant's staff.
- m. Assist other I-Share program Participants in the recovery of materials provided through resource sharing. Participants will also adhere to applicable laws and confidentiality policies in their billing procedures.
- n. Respond promptly and accurately to requests from CARLI's system administrators for information needed to support and maintain the I-Share program.
- o. Assume and/or promptly pay all I-Share related costs or financial obligations attributed to Participant, including but not limited to, the following:
  - i. Participants' share of one-time and/or ongoing fees for the library management software;
  - ii. Participant's annual I-Share assessment fee, the amount of which CARLI will provide to Participant no less than one year in advance of the payment being due;
  - iii. All costs (e.g., software, hardware, CARLI staff or other vendor staff time) of any one-time or ongoing export of Participant's data from I-Share to support projects being undertaken by Participant or an organization other than CARLI;
  - iv. All costs associated with sending Participant staff to I-Share training and continuing education events, as required and available;
  - v. All local costs related to maintaining local equipment and network service to adequately support I-Share implementation and participation along with the maintenance of timely data, including network connectivity, desktop computers, barcode scanners, printers, labels, shipping materials, and other supplies;
  - vi. All costs (e.g., software, hardware, CARLI staff or other vendor staff time) to build or support links to external systems for projects being undertaken by Participant or an organization other than CARLI; and
  - vii. All costs of any project to divide and remove, or load and merge data to support an institutional split or merger.

## **V. Term**

The term of this Agreement shall be one year, ending on June 30 for all. However, if this is Participant's first year as an I-Share participating library, this Agreement will end on June 30, regardless of its effective date – for that first year, the one-year term will not apply. Immediately prior to this Agreement's June 30<sup>th</sup> expiration, the Agreement will automatically renew itself unless terminated by either party, in writing, in accordance with the provisions in Section VII.1.

## **VI. Termination/Suspension of I-Share Participation and Breach Provisions**

1. Termination by Participants.
  - a. Participant may terminate this Agreement at any time by giving one year's

advance notice in writing. Participant will assume all costs (e.g., software, hardware, CARLI staff or other vendor staff time) associated with removing their data from I-Share as well as of ending their participation in the I-Share program.

2. Termination for Material Breach.
  - a. Participant will have 30 days (or any longer period agreed to by CARLI) to cure a breach (“Cure Period”) of this Agreement after receiving notice of such breach by CARLI. CARLI may consider this Agreement terminated without further notice if Participant fails to cure the breach within the prescribed period.
  - b. CARLI may temporarily suspend Participant’s access to and participation in I-Share during the Cure Period if CARLI determines that the failure places I-Share at risk of being permanently harmed.
  - c. Participant will be responsible for any costs or fees incurred by CARLI during the Cure Period, including, but not limited to, legal actions or fees CARLI may incur when imposing or ensuring Participant’s adherence to the sanctions.
  - d. If Participant is terminated pursuant to this section prior to the end of CARLI’s current fiscal year, Participant will be responsible for paying all dues, fees and other amounts that it would have been responsible for through the end of the fiscal year in which the Participant’s participation in the Agreement is ended.
3. Termination for Availability of Appropriations.
  - a. Participant acknowledges that continuation of I-Share is based, in part, on state funding allocated by the Illinois General Assembly.
  - b. This Agreement is subject to termination by CARLI if: (a) the Illinois General Assembly fails to make an appropriation sufficient to continue I-Share operations; (b) adequate funds are not appropriated or granted to CARLI or Participant by the Illinois General Assembly to allow them to fulfill the obligations of this Agreement; or (c) funds appropriated are de-appropriated or not allocated. CARLI will give as much advance notice as possible regarding such termination.
  - c. If Participant does not receive sufficient funds from the state legislature to continue its participation in I-Share, it may end its participation by providing as much advance notice of its inability to continue its participation as possible. Participant’s termination of their involvement in I-Share under this section will not be deemed a breach or failure to comply with any of the terms, conditions, standards and responsibilities established by this Agreement.
4. Temporary Suspension of I-Share Participation (Excluding Allegations of Breach Described in Section 2 immediately above).
  - a. If CARLI determines that Participant’s computer system is somehow negatively impacting or affecting the security, privacy or stability of the I-Share system, Participant’s access to and participation in I-Share may be temporarily suspended until Participant can identify and fix the issue.

- b. In cases where Participant's access to and participation in I-Share has been temporarily suspended based on reasons other than Participant's alleged breach of this Agreement, Participant's access to and participation in I-Share will be returned once the issue leading to Participant's temporary suspension has been resolved to CARLI's satisfaction.

## VII. Liability

In addition to any liability provisions already discussed herein, Participant's and CARLI's liability under the I-Share system shall be determined as follows:

1. Neither party to this agreement shall be liable for any negligent or intentional acts or omissions chargeable to the other unless such liability is imposed by law.
2. CARLI will not be liable for any inappropriate use of any I-Share patron data retained by Participant on its own networks.
3. Participant will not be held responsible for paying any charges or fees to other I-Share libraries for damage or losses caused by Participant's patrons.
4. Participant will assume all responsibility for any and all claims and liabilities arising out of: (a) any libelous or other unlawful matter provided for distribution through the I-Share system as well as (b) the distribution through I-Share of any intellectual property Participant was not fully authorized to distribute.
5. Participant understands that CARLI will not be responsible for any inoperability, inaccessibility, or service disruptions of the I-Share system that may occur. However, these service disruptions may be reported to CARLI who will report them to the service provider, as appropriate.

## VIII. General Provisions

1. **Force Majeure.** Neither party shall be liable in damages for any delay or default in performing its respective obligations under this Agreement if the delay or default is caused by conditions beyond its control. Such conditions include, but are not limited to, acts of God, government restrictions, strikes, fires, floods, work stoppages, or acts or failures to act by third parties. So long as any such delay or default continues, the party affected by the conditions shall keep the other party fully informed concerning the matters causing the delay or default and the prospects of their ending.
2. **Headings.** The headings of the articles contained in this Agreement are for reference purposes only and shall not affect in any way the meaning or interpretation of this Agreement.
3. **Rescission of Previous Agreements.** By entering into this Agreement, both CARLI and Participant agree and acknowledge that any other agreements they have entered into that relate solely to the I-Share program are rescinded and replaced with this Agreement. Any other agreements between the parties related to general CARLI matters remain in effect.
4. **Amendments.** No modification of this contract shall be effective unless made by a written amendment signed by each party's authorized signatory.

5. **Severability.** If any provision of this Agreement is held unenforceable, the provision shall be severed and deemed stricken from this Agreement and the remainder of the Agreement will continue in full force and effect.
6. **Assignment.** Neither party may assign this Agreement, in part or in whole, to a third entity, without the prior written approval of the other party.
7. **Choice of Law.** This Agreement shall be governed and construed in accordance with the laws of the State of Illinois, without regard to its conflicts of laws principles. Neither party waives any rights or defenses it might have, including sovereign immunity, by entering into this Agreement.
8. **Notices.** All notices and other correspondence contemplated or required by this Agreement shall be directed to the parties at the following addresses and shall be valid upon actual receipt:

<b>CARLI Representative</b>	<b>Participant Representative</b>
Anne Craig Senior Director The Consortium of Academic and Research Libraries in Illinois (CARLI) 1704 Interstate Drive Champaign, Illinois 61822 <a href="mailto:abcraig@uillinois.edu">abcraig@uillinois.edu</a> 217-300-0375	Mark R. Stephens Triton College 2000 Fifth Ave River Grove, IL 60171 Tel.: 708-456-0300 Email: [Contact Person Email Address]

**X. Signatures**

The individual signing this Agreement represents that the individual has the appropriate authority to bind the Participant to this Agreement.

**Name of Institution:** Triton College

**Participant:**

\_\_\_\_\_  
*Signature*

Mark R. Stephens

\_\_\_\_\_  
*Print Name*

Board Chairman

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

**Acknowledged by CARLI:**

**Acknowledged by Library:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Print Name*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Title*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Date*

**To be completed by Institution and returned to:**  
**Consortium of Academic and Research Libraries in Illinois (CARLI)**  
**1704 Interstate Drive**  
**Champaign, IL 61822**  
[support@carli.illinois.edu](mailto:support@carli.illinois.edu)

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17220

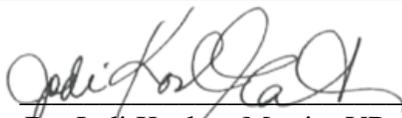
**SUBJECT: CARLI LIBRARY MEMBERSHIP & DATABASE PURCHASES**

**RECOMMENDATION:** That the Board of Trustees grant the library permission to issue an Open Purchase Order with the University of Illinois at Urbana-Champaign as the fiscal agent for CARLI (Council of Academic and Research Libraries in Illinois). The term of service will run July 1, 2025 to June 30, 2026 and will cover the annual membership and I-Share fees (\$15,225) and database costs (\$74,775) not to exceed \$90,000.

**RATIONALE:** CARLI is the Statewide organization that represents academic libraries in Illinois. CARLI offers a statewide shared online catalog called I-Share, negotiates with vendors to provide group pricing on online databases, and organizes professional development opportunities for library personnel. The fees include memberships in CARLI and I-Share. Annual optional subscriptions to databases are determined each year by faculty librarians and reflect the academic departments and curriculum of the College.

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**Submitted to Board by:**



Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

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**Tracy Jennings  
Secretary**

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**Date**

Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17221

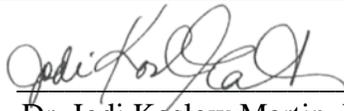
**SUBJECT: LIBRARY MEMBERSHIP AND DATABASE PURCHASES THROUGH  
NILRC**

**RECOMMENDATION:** That the Board of Trustees grant the library permission to issue an Open Purchase Order to NILRC (Network of Illinois Learning Resources in Community Colleges). The term of service is July 1, 2025 to June 30, 2026 and will not exceed \$75,000.

**RATIONALE:** NILRC is the statewide organization that represents community college libraries in Illinois. NILRC negotiates with vendors to provide group pricing on online databases and library materials and supplies and organizes professional development opportunities for library and college staff. The P.O. will be used to pay the annual NILRC membership and subscriptions to online databases such as: *Chicago Tribune Digital, Credo, NewsBank, Nursing and Allied Health Premium, Academic Video Online and History Resource Center.*

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**Submitted to Board by:**



Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

**Tracy Jennings  
Secretary**

**Date**

Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17222

**SUBJECT: STUDENT COMMUNITY EMPLOYMENT EXPERIENCE WITH THE PEARL OF HILLSIDE**

**RECOMMENDATION:** That the Board of Trustees approve a S.E.E.D. (Skill Enhancement and Employee Development) Program Community Work Experience Partnership Agreement with the following organization: The Pearl of Hillside, Hillside, Illinois. Student compensation, if any, is at the discretion of the employer. The Agreement shall renew annually, unless cancelled by either party. In the event the Agreement is not renewed, students who are participating in the employment experiences at the time of expiration shall be allowed to complete such assignment under the terms and conditions set forth herein. The employers will work with Triton enrolled S.E.E.D. students at no cost to the College.

**RATIONALE:** The S.E.E.D. program is a blended, competency-based education experience that teaches employability skills to neurodivergent individuals. The S.E.E.D. program requires once-a-week class meetings, one-to-one coaching sessions, and the completion of a 175-hour internship to complete the program and receive a certificate from Triton College's School of Continuing Education.

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**Submitted to Board by:**



Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

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**Tracy Jennings  
Secretary**

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**Date**

Related forms requiring Board signature: Yes  No

**TRITON COLLEGE SCHOOL OF CONTINUING EDUCATION AND CENTER FOR ACCESS AND  
ACCOMMODATIVE SERVICES (CAAS)**

**S.E.E.D. Program Community Work Experience Partner Agreement**

This partnership is for the sole and limited purpose of providing employment skills training to students enrolled in Triton's Skill Enhancement and Employee Development (S.E.E.D.) program under the auspices of The Pearl of Hillside (hereinafter "Employer Partner"). There shall be no cost, fee, or remuneration associated with this Agreement.

Triton and Employer Partner shall each maintain in force for the duration of this Agreement comprehensive liability insurance with limits of \$2/\$5 million. Proof of insurance shall be made available upon request. Each party agrees to hold harmless and indemnify the other, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against the party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement. Either party may terminate this agreement by providing written notice signed by the authorized agent. In the event of termination, every effort shall be made to allow participating students to complete their work assignment.

Employer Partner shall:

- Provide the student with a 175-hour on-site work experience within from 1/2/25 until 12/31/25. This Agreement shall automatically renew for successive one (1) year terms unless terminated as provided above.
- Orient the student to the operation, to appropriate employees, and to the tasks and roles expected.
- Designate a qualified person to supervise the student's time, activities, and learning, provide any needed accommodations, and evaluate the student's performance.
- Complete and submit required documentation to CAAS by the deadline, including agreed-upon skill goals and learning objectives, work hours and attendance, and student evaluation and feedback forms.
- Contact the Coordinator of the S.E.E.D. program should a problem arise with a student.
- Not discriminate on the basis of race, color, religion, sex, national origin, ancestry, age, marital status, physical or mental handicap, an unfavorable discharge from military service, or any other factor as prohibited by law. Employer certifies that it is an equal opportunity employer, maintains a sexual harassment and Drug Free Workplace policy.

Triton shall:

- Assume responsibility for any necessary approval by the Illinois Community College Board.
- Maintain responsibility for student grading.
- Advise students of the requirement to observe policies, procedures, and other regulations imposed by Employer.
- Comply with the removal of a student from the work site if, after a conference, it is the reasonable opinion of the Employer Partner that the student's performance or conduct is inappropriate for the work environment.

**FOR EMPLOYER:**

**FOR TRITON COLLEGE, in an official capacity only:**

NAME: Lawanda White-Green

\_\_\_\_\_  
Mark R. Stephens, Board Chairman

TITLE: Activity Dir.

\_\_\_\_\_  
Tracy Jennings, Secretary

DATE: 3/25/25

DATE: \_\_\_\_\_

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17223

**SUBJECT: AGREEMENT WITH INTERSTATE OUTDOOR ADVERTISING**

**RECOMMENDATION:** That the Board of Trustees approve the expenditure paid to Interstate Outdoor Advertising to rent billboard advertising space on North Avenue and Fifth Avenue. This Agreement will begin July 1, 2025 and run through June 28, 2026 at a cost not to exceed \$32,500.

**RATIONALE:** This billboard advertisement will promote Triton College brand awareness and registration throughout Fiscal Year 2026.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

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**Tracy Jennings**  
**Secretary**

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**Date**

Related forms requiring Board signature: Yes  No







**To:**           **Advertiser**       Triton College  
**Product**           Education  
**Agency/OSP**  
**Attention**         Renee Swanberg  
**Address**           2000 Fifth Ave  
                           Room P-104  
                           River Grove, IL 60171  
  
**Phone / Fax**       (708) 456-0300

**Out-of-Home Media Contract**

**Date**                   4/2/2025  
**Contract No.**         35444  
  
**Account Executive(s)**   Glen Stagg

**Terms and Conditions**

any event shall be not less than thirty (30) days after the service thereof, this Contract shall come to an end with the same force and effect as though such date set forth in such notice were the date for the expiration of the term of this Contract by lapse of time. (c) In the event of INTERSTATE's loss of right to advertising space, this Contract shall terminate as to that particular advertising space affected without any further liability on the part of INTERSTATE other than the return of any prepaid rent for the advertising space affected. (d) INTERSTATE is not obligated to renew this Contract and no claim may be asserted against INTERSTATE for the failure to agree to a renewal of this Contract. 4.       If listed as illuminated, the Display is to be lighted from dusk to midnight, seven (7) days per week. If a space which is to be illuminated is without illumination for more than three (3) business days after written notice thereof is received by INTERSTATE, a credit memo shall be rendered pro rata at 15% of the daily rate as stipulated herein for the period during which such service is not furnished. All pro rata invoices and credits are to be computed on the basis of thirty (30) days to the month. 5.       The price of this Contract is based upon posting within the copy area. Special treatment such as embellishments and special effects will be charged additionally and separate agreement for their purchase, rental and maintenance can be made. No credit will be allowed for Display Copy or Installations not taken. Any Display Copy or Installations taken during this Contract period cannot be applied to another contract at any time. At the conclusion of this contract, INTERSTATE shall have the right to dispose of Display Copy at its sole discretion. 6.       (a) Payment shall first be due thirty (30) days after commencement of service unless otherwise set forth on the first page of this Contract, and shall be due monthly thereafter on the first day of each month without notice or demand by INTERSTATE. Time shall be of the essence for each such payment. If approved copy has not been received by INTERSTATE within thirty (30) days after the signing date of this Contract, payment shall first be due at that time. Any Contract for two months or less shall be paid in full upon signing of this Contract, it is understood by both parties that no work will be started before payment has been made. (b) Should any monthly payment become overdue for a period in excess of fifteen (15) days, a "late charge" of five (5%) percent of the amount overdue will be charged by INTERSTATE, in addition to interest as set forth in paragraph 6(c). (c) It is expressly agreed between the parties hereto that upon default by the Advertiser in making payments as provided herein as they become due, the entire amount unpaid shall become due and payable immediately, together with interest at the rate of 1-1/2% per month, late charges and the fees and expenses of counsel retained to collect such amount. The fees of counsel shall be in the amount of 33 1/3 % of the total unpaid amount due under the Contract whether or not legal action is instituted, and shall be added to the balance due and constitute additional sums due and owing INTERSTATE by Advertiser and shall form a part of any judgment. The failure of INTERSTATE to assert any and all rights or remedies available under this Contract shall not be deemed a waiver thereof. (d) No payment by Advertiser or receipt by INTERSTATE of a lesser amount than the correct cost per month or rent shall be deemed to be other than a payment on account, nor shall any endorsement or statement on any check or letter accompanying any check or payment be deemed an accord and satisfaction and INTERSTATE may accept such check or payment without prejudice to INTERSTATE's right to recover the balance or pursue any other remedy provided in the Contract or at law. No payments shall be deemed to have been made hereunder unless made to the order of INTERSTATE and actually received by INTERSTATE. (e) If payment is not made when due, in addition to any other remedies, INTERSTATE may remove any Display Copy and displays without liability on INTERSTATE'S part. (f) Interstate may, upon notice to the Advertiser / Agency, cancel this Contract at any time (i) upon material breach by the Advertiser / Agency; (ii) if Interstate does not receive timely payment of billings; or (iii) if the Advertiser or Agency's credit, is in Interstate's reasonable opinion, impaired. 7.       Should this Contract or the sign structure(s) become subject to any Federal, State (except Federal or State income taxes) or Local Taxation, including but not limited to sales or use tax, real

**ADVERTISER:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_ **OUTSIDE PARTY:** \_\_\_\_\_ **INTERSTATE:** \_\_\_\_\_  
                           Initial                                   Initial                                   Initial                                   Initial



**To:**           **Advertiser**       Triton College  
**Product**           Education  
**Agency/OSP**  
**Attention**         Renee Swanberg  
**Address**           2000 Fifth Ave  
                           Room P-104  
                           River Grove, IL 60171  
  
**Phone / Fax**       (708) 456-0300

**Out-of-Home Media Contract**

**Date**                           4/2/2025  
**Contract No.**               35444  
  
**Account Executive(s)**       Glen Stagg

**Terms and Conditions**

estate tax assessment or taxes whether calculated on the assessed value of the improvement, upon the income generated or calculated in some other way, INTERSTATE is authorized to add the amount of such tax to the payments contracted for herein. The monthly amount billed may be a gross number consisting of the COST PER MONTH to be paid by the ADVERTISER as set forth on the first page of THIS CONTRACT, together with a separate itemization of an additional amount sufficient to satisfy all such existing and future taxes or fees without thereby increasing the amount of the NET COST PER MONTH retained by INTERSTATE after remitting said taxes and fees. 8. This Contract shall be binding upon the heirs, executors, administrators, successors and assigns of the parties herein, subject to the prohibition on the assignment by Advertiser/Agency. This Contract shall not be assigned, transferred, subleased, or sublicensed by the Advertiser without the prior written permission of INTERSTATE which may be withheld for any reason or no reason in INTERSTATE's sole and absolute discretion. 9. Express Authority. If applicable, Agency represents to INTERSTATE that it has the express authority to enter into this Contract on behalf of and to bind Advertiser whether or not Advertiser executes this Contract. This Contract shall be jointly and severally binding upon the Advertiser and Agency. Agency shall be jointly and severally liable under this Contract, along with Advertiser for all payments due INTERSTATE hereunder, less agency commissions if such payments are due to Agency. If Agency signs this Contract without execution by the Advertiser, Agency does so based upon its express authority to do so as set forth in this paragraph. Any Agency commission or portion thereof due hereunder shall be payable only upon receipt of payment in full by INTERSTATE from Advertiser or Agency 10. This Contract does not and shall not be deemed to constitute a lease or a conveyance of the Space by INTERSTATE to Advertiser, or to confer upon Advertiser any right, title, estate or interest in the Space. This Contract grants to Advertiser only a personal privilege to use the Space for the term hereof on and subject to the terms and conditions as set forth herein. 11. This Contract shall be governed by the law of the State of New Jersey and shall be construed without regard to any presumption or any other rule requiring construction against the party causing this Contract to be drafted. Any controversy or claim arising out of, concerning or related to this Contract or the alleged breach thereof by INTERSTATE except for (a) the collection by INTERSTATE of any contractual amount due, cost, rent, license fee or other charges due from Advertiser/Agency; or (b) the enforcement of INTERSTATE's rights hereunder, shall be settled by arbitration in the County of Camden, State of New Jersey in accordance with the then commercial rules of the American Arbitration Association, with three (3) arbitrators, and its decision shall be in writing and shall set forth the factual basis and the contract provisions on which it is based, and may be set aside if such decision conflicts with the terms of this Contract. Otherwise, such decision shall be binding and final judgment upon the award rendered may be entered in any court having jurisdiction thereof. Every action other than as set forth in (a) and (b) above shall be commenced by the filing of a Notice of the demand for arbitration in writing to the other party within twelve (12) months of the accrual of the cause of action. Otherwise, such action shall be time barred. This time bar is applicable to affirmative claims, counterclaims, offsets and set offs. Unless otherwise agreed in writing, Advertiser shall continue to make payments to INTERSTATE during any arbitration proceeding in accordance with this Contract. This Contract is not binding unless accepted by an officer of INTERSTATE. 12. If any term or provision is held invalid or unenforceable for any reason whatsoever, the remainder shall be valid and enforceable to the fullest extent permitted by law and shall be deemed to be separate from such invalid or unenforceable provisions and shall continue in full force and effect with the stricken provision or part thereof replaced with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision. 13. Entire Agreement. This Contract sets forth the entire understanding of the parties with regard to the subject matter hereof, and all prior understandings with regard thereto, whether oral or written, are merged herein. This Contract cannot be changed, amended, altered or modified except

**ADVERTISER:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_ **OUTSIDE PARTY:** \_\_\_\_\_ **INTERSTATE:** \_\_\_\_\_  
                          Initial                           Initial                           Initial                           Initial



To: **Advertiser** Triton College  
**Product** Education  
**Agency/OSP**  
**Attention** Renee Swanberg  
**Address** 2000 Fifth Ave  
Room P-104  
River Grove, IL 60171  
**Phone / Fax** (708) 456-0300

Out-of-Home Media Contract

**Date** 4/2/2025  
**Contract No.** 35444  
**Account Executive(s)** Glen Stagg

**Terms and Conditions**

by an instrument in writing signed by an authorized officer of INTERSTATE and signed by or on behalf of the Advertiser or the Agency. 14. In the event of Interstate's breach or default, the sole and exclusive rights and remedies of Advertiser/Agency are as set forth in this contract without any further abatement or rent reduction and in full and complete satisfaction of all claims against Interstate. Interstate shall not be liable for any other claims, damages, losses, or expenses, including but not limited to consequential or punitive damages. Advertiser/Agency shall not maintain any action against Interstate for further claims, damages, losses or expenses. If for any reason, the limitation on Interstate's liability set forth herein is determined by a final non-appealable court ruling not to be applicable or enforceable, and Interstate is found liable for claims, losses, damages or expenses, Interstate's liability shall be limited to and shall not exceed the prorated amounts paid by Advertiser under this Contract for the time period the advertising is not displayed, or its visibility is affected. 15. By executing this Contract, the Advertiser hereby authorizes INTERSTATE to use the copy that is subject to this contract for INTERSTATE's promotional purposes including, but not limited to, use on websites, brochures, presentations and distribution materials. 16. Your Signature and initials evidences that you have the authority and right to act, execute and deliver this Contract.

**ADVERTISER:** \_\_\_\_\_ **AGENCY:** \_\_\_\_\_ **OUTSIDE PARTY:** \_\_\_\_\_ **INTERSTATE:** \_\_\_\_\_  
Initial Initial Initial Initial



**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17224

**SUBJECT: AGREEMENT WITH EFFECTV - A COMCAST COMPANY (DIGITAL AND TELEVISION)**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of online digital ads and television advertisements with Effectv - a Comcast Company, for Fiscal Year 2026. The advertisements will support Fiscal Year 2026 enrollment and will run variously throughout Fiscal Year 2026. The total cost will not exceed \$73,000.

**RATIONALE:** The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2026.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

---

**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

---

**Tracy Jennings**  
Secretary

---

**Date**

Related forms requiring Board signature: Yes  No

There's  
a place  
for you.



**Triton College**  
triton.edu

TRITON COLLEGE

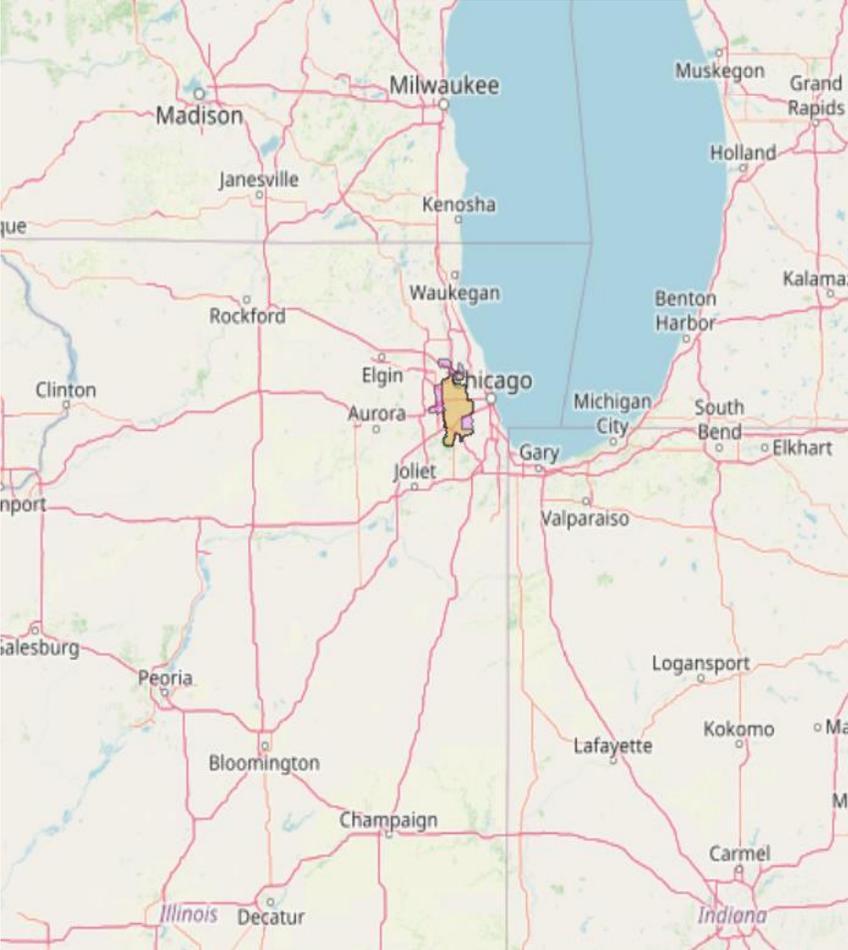
# Campaign Strategy



# Reaching Adults 18-34

Campaign Dates	07/01/2025-05/31/2026
TV Reach / Frequency	96.0% / 29.1x
Est. Monthly TV Impressions / Total TV Impressions	<b>118,445 / 1,302,891</b>
Est. Monthly TV Commercials / Total TV Commercials	<b>1,093 / 12,019</b>
Est. Number of Networks	52
Est. Monthly Streaming Video Imps / Total Streaming Video Imps	<b>82,386 / 906,250</b>
Including sports programming thru out campaign terms	
<b>Total Media Investment</b>	<b>\$73,000</b>

TV
  STREAMING
  TV & STREAMING



On behalf of the above-named Advertiser, you acknowledge receipt of the above recommendation, represent and warrant that you are authorized to execute insertion orders or place advertising schedules on behalf of the Advertiser, and authorize Effectv to implement the above recommendation. You also acknowledge and agree that all insertion orders or schedules placed by or on behalf of Advertiser are subject to Effectv’s Advertiser Terms and Conditions, and before the distribution of ads under any insertion orders or schedules can occur, Advertiser must execute Effectv’s Advertiser Terms and Conditions

Accepted and Agreed

Advertiser: Triton College Name: Sean Sullivan Title: Vice President of Business Services

Authorized Acceptance: \_\_\_\_\_ Date: \_\_\_\_\_

The Estimated Monthly TV Impressions are based on the average Nielsen impression forecasts for each network and are summed across all networks in the schedule. Actual impression clearances will be based on the time and network in which each individual spot airs. Effectv’s spot and clearance information provided during a broadcast month is preliminary and may vary from final verifications and/or invoices. Other impressions, CPM, reach, frequency, or spot estimates provided by Effectv are for informational purposes only and may not be used for billing purposes. Proposal is representative of inventory/rates as of 04/04/2025 but is not guaranteed and may vary from your final schedule as inventory availability may change.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17225

**SUBJECT: AGREEMENT WITH TOTAL TRAFFIC AND WEATHER NETWORK**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of advertisements during traffic, news, weather and sports reports to be paid to Total Traffic and Weather Network for Fiscal Year 2026 enrollment. The advertisements will run on WDRV-FM, WGCI-FM, WKSC-FM, WVAZ-FM, WOJO-FM, WPWX-FM and WLEY-FM radio stations throughout Fiscal Year 2026 at a cost not to exceed \$35,100.

**RATIONALE:** The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2026.

---

*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

---

**Board Officers' Signatures Required:**

---

**Mark R. Stephens**  
**Chairman**

---

**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes  No

# Total Traffic & Weather Network Media

Station	Format	Impressions	Spots	Detail	Net Investment
WDRV	Classic Rock	156,000	39	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$5,070
WKSC	CHR	413,400	39	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$5,070
WGCI	Urban	253,500	39	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$5,070
WVAZ	Urban Adult	226,200	39	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$5,070
WPWX	Urban	106,400	38	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$4,940
WLEY	Spanish	201,400	38	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$4,940
WOJO	Spanish	353,400	38	15 second spots attached to a traffic or weather report on stations that index the highest within a 20-mile radius of Triton College	\$4,940

Sean Sullivan, VP of Business Services



**Total Impressions**  
**1,710,300**

**Total Spots**  
**270**

**Flight Dates:**

July 14-Aug. 17, 2025 Dec.  
15, 2025-Jan. 18, 2026 April  
20-May 24, 2026

**Total Net Investment**  
**\$35,100**

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17226

**SUBJECT: AGREEMENT WITH IHEART MEDIA (DIGITAL ADVERTISING)**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of search engine advertising and Banner Ads on MSN Network, Google Display Network and Facebook Ads. This Agreement covers the period of July 1, 2025 - June 30, 2026 and will cost \$81,000.

**RATIONALE:** The FY26 rate is a \$15,000 increase from the previous fiscal year to improve our search rankings. The Search Advertising and Banner ads on “iHeart” will promote Triton College awareness and establish an accessible and compelling presence for prospective students during the college search process throughout Fiscal Year 2026.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
**Chairman**

---

**Tracy Jennings**  
**Secretary**

---

**Date**

Related forms requiring Board signature: Yes  No

April 21, 2025



# Triton College & iHeartMedia

# Campaign Deliverables



## On-Air

- **Broadcast Radio**
  - WKSC, WGCI, WCHI, WLIT
  - Total Spots: 1,257
  - Length: 30s & 15s
  - Total Impressions: 15,738,100
  - Total Net Investment: \$86,000

## Digital

- **Streaming Audio**
  - Total Impressions: 499,998
  - Total Net Investment: \$8,000
- **Podcasts**
  - Total Impressions: 1,125,000
  - Total Net Investment: \$20,250
- **Video**
  - Total Impressions: 1,029,411
  - Total Net Investment: \$35,000

## TIMING

July 14-Aug. 17, 2025  
 Dec. 15, 2025-Jan. 18, 2026  
 April 20-May 24, 2026

**TOTAL NET INVESTMENT**  
**\$149,250**

**TOTAL IMPRESSIONS**  
**18,392,509**



**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17227

**SUBJECT: AGREEMENT WITH IHEART MEDIA (RADIO)**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of radio advertisements, Web banners, Web streaming, Podcasts, Video ads, geo targeted to the Triton College district, on various stations, including KISS FM, WGCI, WCHI, and WLIT; on all iHeart networks, to be paid to iHeart Media for Fiscal Year 2026 enrollment. Additional recruitment opportunities may include contests with the station, appearances by the radio station talent, and various events to promote Triton College. Advertisements will run throughout Fiscal Year 2026 at a cost not to exceed \$149,250.

**RATIONALE:** The FY26 rate is a \$14,000 increase and reflects the addition of Podcasts and Video ads not included in the previous fiscal year. The advertisements will promote Triton College brand awareness and registration throughout Fiscal Year 2026.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

_____	_____	_____
<b>Mark R. Stephens Chairman</b>	<b>Tracy Jennings Secretary</b>	<b>Date</b>

Related forms requiring Board signature: Yes  No

April 21, 2025



# Triton College & iHeartMedia

# Campaign Deliverables



## On-Air

- **Broadcast Radio**
  - WKSC, WGCI, WCHI, WLIT
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- **Video**
  - Total Impressions: 1,029,411
  - Total Net Investment: \$35,000

## TIMING

July 14-Aug. 17, 2025  
 Dec. 15, 2025-Jan. 18, 2026  
 April 20-May 24, 2026

**TOTAL NET INVESTMENT**  
**\$149,250**

**TOTAL IMPRESSIONS**  
**18,392,509**

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17228

**SUBJECT: AMERICAN DIGITAL – PURCHASE OF NETWORK HARDWARE**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of network hardware, services and support from American Digital for Fiscal Year 2026 in a not-to-exceed amount of \$200,000.

**RATIONALE:** This network hardware will be used for network updating and network expansion across campus. Additional IP (internet protocol) devices on campus such as phones, access points, security cameras, access control and smart technology for classrooms all depend on increased capacity of network infrastructure. American Digital is the designated Hewlett Packard hardware vendor for Triton College. Purchase of data processing equipment is exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

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**Submitted to Board by:** Sean Sullivan  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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<b>Mark R. Stephens</b> Chairman	<b>Tracy Jennings</b> Secretary	<b>Date</b>
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Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17229

**SUBJECT: CDW GOVERNMENT –  
PURCHASE OF COMPUTER SOFTWARE AND PERIPHERALS**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of computer software, services and peripherals from CDW Government for Fiscal Year 2026 in a not-to-exceed amount of \$100,000.

**RATIONALE:** This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. It will allow the purchase of Microsoft Products, Apple Products, Adobe Products, Educational Software Products, Office Equipment and Computer Peripherals. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL Programs, Continuing Education Programs, Scholar Programs and other student used extra-curricular areas. CDW Government delivers pricing under the IPHEC-N-1 Computer Peripherals purchasing contract. Purchases of data processing equipment and software are exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

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**Submitted to Board by:** Sean Sullivan  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers’ Signatures Required:**

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<b>Mark R. Stephens</b> Chairman	<b>Tracy Jennings</b> Secretary	<b>Date</b>
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Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17230

**SUBJECT: HEARTLAND BUSINESS SYSTEMS – PURCHASE OF COMPUTER  
HARDWARE, SOFTWARE AND PERIPHERALS**

**RECOMMENDATION:** That the Board of Trustees approve the purchase of computer hardware, software and services from Heartland Business Systems for Fiscal Year 2026 in a not-to-exceed amount of \$450,000.

**RATIONALE:** This equipment will be used for computer labs, classrooms, faculty and staff throughout the campus and is part of Triton’s technology refresh cycle. Eighty-five percent (85%) of this equipment is directly utilized in student areas such as classrooms, Library, Academic Success Center, Testing Center, Student Life, ESL Programs, Continuing Education Programs, Scholar Programs and other student used extra-curricular areas. Heartland Business Systems is the designated governmental and educational desktop computer vendor for Triton College. Purchases of data processing equipment and software are exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

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**Submitted to Board by:** Sean Sullivan  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers’ Signatures Required:**

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<b>Mark R. Stephens</b> Chairman	<b>Tracy Jennings</b> Secretary	<b>Date</b>
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Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17231

**SUBJECT: SOUND INCORPORATED – ACCESS CONTROL HARDWARE**

**RECOMMENDATION:** That the Board of Trustees approve the purchase & installation of access control hardware, services and support from Sound Incorporated for Fiscal Year 2026 in a not-to-exceed amount of \$50,000.

**RATIONALE:** Sound Inc. is Triton’s vendor of record for the Lenel access control platform. This Agreement will allow Triton to maintain existing controls and add additional access controls and alarm monitoring to Triton’s Lenel platform. Included but not be limited to: Lenel software; support for access points; door readers; panel interface modules and surface mounts for doors. Sound Incorporated is the locally designated Lenel vendor for Triton College. Purchase of data processing equipment is exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

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**Submitted to Board by:** Sean Sullivan  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers’ Signatures Required:**

---

<b>Mark R. Stephens</b> Chairman	<b>Tracy Jennings</b> Secretary	<b>Date</b>
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Related forms requiring Board signature: Yes  No

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17232

**SUBJECT: PITNEY BOWES SERVICE AGREEMENT**

**RECOMMENDATION:** That the Board of Trustees approve a 48-month Equipment Rental and Purchase Agreement renewal with Pitney Bowes. The Agreement renewal will run from July 1, 2025 through June 30, 2029. The monthly amount will be \$551.13 for an annual total of \$6,613.56 and a total for the 48-month term of \$26,454.24.

**RATIONALE:** The automated mail machine with drop stacker and electronic postal scale is used on a daily basis for mailroom operations. Our current mail machine is discontinued and this renewal will bring our operations up-to-date. This Agreement includes unlimited service calls and parts for the full 48-month term of the contract. Purchases of data processing equipment and software are exempt from bidding by state statute. (110 ILCS 805/3-27.1(f))

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**Submitted to Board by:** Sean Sullivan  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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<b>Mark R. Stephens</b> <b>Chairman</b>	<b>Tracy Jennings</b> <b>Secretary</b>	<b>Date</b>
--	---	-------------

Related forms requiring Board signature: Yes  No



Sending  
Technology  
Solutions

pitney bowes 

# Sending Technology Solutions

Proposal for:

## Triton College

Prepared by:  
Beth A. MacConnell  
Government Account Executive  
Higher Education Specialist

April 23, 2025

# Notice of confidentiality

© 2023 Pitney Bowes Inc. All rights reserved.

The responses provided herein are intended for discussion purposes and nothing contained herein is intended as a binding agreement, which can only be reached by a written agreement entered into by the parties. The information contained in this document and the solution proposed by Pitney Bowes (PB) is proprietary and confidential to PB. These materials can be used solely for the purpose of evaluating a possible transaction between PB and its prospective client. No recipient of these materials may use them for its own commercial advantage. The recipient of these materials must hold them in confidence and shall not distribute them, in whole or in part, to any other individual or entity in any form without the prior written consent of PB.

April 23, 2025

Lori Ann Silvestri  
Director of Physical Property Management  
Triton College  
2000 5Th Ave  
Bldg N  
Rm N2  
River Grove, IL 60171-1995

Dear Lori,

Thank you for the opportunity to continue our partnership and review the following proposal with you. Pitney Bowes is committed to providing TRITON COLLEGE an innovative and fully integrated solution to meet your business needs.

At Pitney Bowes, our focus is to provide our clients with the necessary tools to meet their dynamic sending challenges. We are passionate about what we do, and more importantly, how we do it. Our experience, resources, and support infrastructure surrounding our solutions are the strongest in the industry. However, the true cornerstone to our success is you. Your feedback and input to our solution is paramount to our mutual success.

Our recommendation is based on the needs you and your team have outlined in our conversations. We are confident you'll agree that our team is providing an innovative approach to help meet your current goal, while setting the stage for future growth and flexibility in utilizing the best practices we've learned in the shipping and mailing market.

We greatly appreciate your consideration and look forward to working with you.

Sincerely,

Beth MacConnell  
Government Account Rep Higher Education

(843) 364-0949  
beth.macconnell@pb.com

# Financial Overview: Lease Option

## Solution Option 1 Recommendations

- SendPro® MailCenter 2000 mailing and shipping solution
- 145 LPM & Weigh-on-the-Weigh® (WOW®): 70 LPM
- 30 lb Interfaced Scale
- USPS® CeC rates w/attached thermal label printer



### Savings Overview:

Service	Current Rate	PB Rate	# Pcs	Savings
First Class Letter	.73	.69	41,186	\$1,647.44
Ground Advantage	8.35	5.65	641	\$1,730.70
Priority Mail	9.35	6.94	35	\$77.12
Total USPS Savings = \$3,455.26/yr or \$287.94/mo.				

### Lease pricing

60 Months	\$510.82 / mo.
48 Months	\$551.13 / mo.
36 Months	\$621.42 / mo.

## Solution Option 2 Recommendations

- SendPro® MailCenter 2000 mailing solution
- 145 ILPM & Weigh-on-the-Weigh® (WOW®): 70 LPM
- 30 lb Interfaced Scale



### Savings Overview:

Service	Current Rate	PB Rate	# Pcs	Savings
First Class Letter	.73	.69	41,186	\$1,647.44

Total USPS Savings = \$1,647.44/yr or \$137.29/mo.

### Lease pricing

60 Months	\$471.39 / mo.
48 Months	\$509.15 / mo.
36 Months	\$575.00 / mo.

- All pricing includes Delivery, installation, and training
- All lease pricing includes service, parts and labor for the term
- All lease pricing is fixed for the length of the term
- Pricing does not include applicable sales tax
- Pricing is valid until 5/23/2025



**Mailing**

Sending Technology Solutions

# USPS® is implementing new mailing technology requirements in 2024

Pitney Bowes has you covered.

**What is IMI (Intelligent Mail Indicia)?**

The intelligent mailing indicia is the next generation of metered indicia technology, designed to ensure all your metered mail meets the current USPS compliance guidelines. It provides the highest standard of integrity and security to ensure information is securely transmitted to and from postage evidencing systems (PES). It captures real-time data with correct postage, down to Service Class and special fees, making mail flow more efficiently.

**Why is the USPS making the change?**

The new IMI standard will provide much more detailed real-time transaction data, enabling the USPS to:

**How can Pitney Bowes help?**

Pitney Bowes is committed to providing our customers with the finest products backed by the highest quality of care and service, offering even more value, and allowing you more ways to save and send.

We are dedicated to consistently bring you innovative sending solutions with our SendPro® devices that are IMI-compliant to help get ahead of these changes, and our technology allows you to quickly and easily process large quantities of mail, access discounted postage rates, automatically download USPS rate changes and accurately track spending.

To ensure your organization can continue to process metered mail without interruption, we encourage you to speak to your account representative today or log into Your Account to learn how Pitney Bowes can help you meet the new 2024 USPS mailing technology requirements.

Please find next which mailing systems will be affected and key dates leading up to the IMI implementation.



**Automate operations**



**Employ better security standards**



**Ensure correct postage is used**

Learn the facts by visiting: [pitneybowes.com/us/imi](https://pitneybowes.com/us/imi)

## The following mailing systems are impacted



K700/K7M0 mailstation™ Series

DM100i®/DM200L™ Series

DM125™/DM225™ Series

DM300C™ Series

DM400C™ Series

DM475™ Series

SendPro® C200/C300/C400 (1H) Series

SendPro™ P-Series\* 1000/2000/3000

Connect+® 1000/2000/3000\*

## When will USPS require non-IMI solutions to be removed from the market?

The following are important dates coming up that may require you to take action:

### Key dates



#### June 30, 2024:

Non-IMI compliant meters will become decertified

#### December 31, 2024:

Non-IMI compliant meters must be withdrawn from service\*

#### June 30, 2025:

All refund requests of prior generation postage (IBI) must be completed\*\*

#### December 31, 2027:

SendPro® P high-volume mailing machines are approved for use through this date\*\*\*

The latest Pitney Bowes SendPro® postage meters comply with the upcoming 2024 USPS® mailing and IMI indicia requirements.



SendPro Mailstation



SendPro C Lite



SendPro C/+



SendPro C Auto



SendPro MailCenter

Speak with your sales representative or log into YourAccount to learn how Pitney Bowes can help.

\* After this date, the above non-IMI mailing systems will no longer be allowed by USPS, and thus any applicable meter rental and equipment service level agreement (SLA) will end.

\*\* Information based indicia (IBI) is the older generation mailing technology from USPS. It is officially being replaced by the next generation of technology, Intelligent mail indicia (IMI), in 2024.

\*\*\* Due to its enhanced data security features, our family of high-volume mailing machines are approved for use by the USPS through December 31, 2027.



United States  
3001 Summer Street  
Stamford, CT 06926-0700



# SendPro® MailCenter 2000 mailing & shipping system



Mailing Solutions



SaaS Shipping Solutions



Lockers & Receiving Solutions



Business Communication Automation



Financial Services



Client Enablement Services

## Key features

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• Simplify all your sending processes by integrating mailing and shipping into a single solution.</li> </ul>   | <ul style="list-style-type: none"> <li>• For letter mail, the SendPro MailCenter 2000 can automatically process up to 5/8" thick at up to 180 letters per minute.</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Weigh-on-the-Way module accurately rates mail based on the weight and dimensions of each envelope at speeds up to 115 letters per minute.</li> </ul> | <ul style="list-style-type: none"> <li>• Closed-flap sealing for envelopes up to 5/8" thick with advanced pump-fed pad, complete with moisture adjustments at a job-level.</li> </ul>  |
| <ul style="list-style-type: none"> <li>• Minimize interruptions with proven self-aligning, reverse separation technology.</li> </ul>  | <ul style="list-style-type: none"> <li>• Print return addresses, envelope graphics or marketing messages at the same time it prints indicia</li> </ul>   |
| <ul style="list-style-type: none"> <li>• Accurately weigh envelopes and packages with an integrated weighing options</li> </ul>   | <ul style="list-style-type: none"> <li>• Multicarrier shipping makes it easy to compare services and costs for USPS, FedEx® and UPS®, access special discounted rates and track shipments and spend all in one place.</li> </ul>                           |
| <ul style="list-style-type: none"> <li>• Gain access to the same shipping capabilities at your desktop PC with PitneyShip™, powered by the Shipping 360™ platform</li> </ul>                  | <ul style="list-style-type: none"> <li>• Complies with all current USPS® regulations including Intelligent Mail Indicia® (IMI)*, Dimensional Weighing® (DIM) and Intelligent Mail Package Barcode® (IMpb) when using compliant trackable label.</li> </ul> |

# SendPro® MailCenter 2000 mailing system



 Mailing Solutions	 SaaS Shipping Solutions	 Lockers & Receiving Solutions	 Business Communication Automation	 Financial Services	 Client Enablement Services
--	--	--	--	---	---

## Key features

<ul style="list-style-type: none"> <li>• Simplify all your mailing processes with an advanced mailing solution</li> </ul>	<ul style="list-style-type: none"> <li>• For letter mail, the SendPro MailCenter 2000 can automatically process up to 5 / 8" thick at up to 180 letters per minute.</li> </ul>
<ul style="list-style-type: none"> <li>• Weigh-on-the-Way module accurately rates mail based on the weight and dimensions of each envelope at speeds up to 115 letters per minute.</li> </ul>	<ul style="list-style-type: none"> <li>• Closed-flap sealing for envelopes up to 5/8" thick with advanced pump-fed pad, complete with moisture adjustments at a job-level.</li> </ul>
<ul style="list-style-type: none"> <li>• Minimize interruptions with proven self-aligning, reverse separation technology.</li> </ul>	<ul style="list-style-type: none"> <li>• Print return addresses, envelope graphics or marketing messages at the same time it prints indicia</li> </ul>
<ul style="list-style-type: none"> <li>• Accurately weigh envelopes and packages with an integrated weighing options</li> </ul>	<ul style="list-style-type: none"> <li>• Save on every piece of First Class Mail</li> </ul>
<ul style="list-style-type: none"> <li>• Load-on-the-fly feeders help keep your mail moving, freeing time for other tasks.</li> </ul>	<ul style="list-style-type: none"> <li>• Complies with all current USPS® regulations including Intelligent Mail Indicia® (IMI)*, Dimensional Weighing® (DIM) and Intelligent Mail Package Barcode® (IMpb) when using compliant trackable label.</li> </ul>

# About Us

Pitney Bowes is a global shipping and mailing company that provides technology, logistics, and financial services to more than 90 percent of the Fortune 500. Small business, retail, enterprise, and government clients around the world rely on Pitney Bowes to remove the complexity of sending mail and parcels.



## Business Initiative Solutions

<p><b>Enable Remote Work</b></p>  <p>Empower employees to mail and ship from anywhere, even from home.</p>	<p><b>Deliver Contactless Pickup</b></p>  <p>Provide convenient safe, secure, and flexible options for parcel delivery.</p>	<p><b>Optimize Cashflow</b></p>  <p>Consolidated carrier payments, innovative postage funding, and flexible financing.</p>
<p><b>Automate With API Integrations</b></p>  <p>Improve shipping operations, better manage cash flow, and reduce costs.</p>	<p><b>Leverage Managed Services</b></p>  <p>Focus on your core business by outsourcing all or parts of your mailing process.</p>	<p><b>Ensure Regulatory Compliance</b></p>  <p>Mitigate risk and protect private information in mailing and shipping workflows.</p>



### Trust and Expertise

Recognized by JD Power 2 years in a row

- 2020 Certified Assisted Technical Support (tele support)
- 2021 Certified Technical Support and Service (tele, field, self service delivery)

97% overall customer satisfaction rating



### Local Partner

US-based with headquartered in Stamford, CT

Direct sales and service with local partner channel to support you everywhere you do business.



### 100+ Years of Experience and Innovation

Market leader in mailing and shipping

Over 3000 active patents



### Environmental sustainability

2020 Climate Leadership Award for Excellence in Greenhouse Gas Management from The Center for Climate Solutions and The Climate Registry.

Reduced our electricity consumption by 11% in 2020

Achieve Carbon Neutrality by 2040



### Global reach

11,000 employees with 2,500 dedicated Global Service staff

Support over 750,000 businesses around the world including 90% of the Fortune 500

# Awards and Recognition

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“We do the right thing, the right way.”



2020 Best Corporations for Veteran's Business Enterprises



**CLIMATE LEADERSHIP AWARDS 2021**  
Excellence in Greenhouse Gas Management  
(Goal Achievement Award) Recipient



# Customer Satisfaction Guarantee

Pitney Bowes Sending Technology Solutions is committed to providing our customers with the finest products backed by the highest quality care and service. As long as you continually maintain coverage with a Pitney Bowes Service Level Agreement for hardware and a software maintenance agreement for software after warranty, Pitney Bowes promises to provide you the following:

## Guaranteed product performance

For all new and remanufactured Pitney Bowes branded products provided by Pitney Bowes in the U.S., we guarantee performance to our specifications for the initial term of the lease or three years if purchased. If, during that period, the product does not perform to our specifications, and we cannot repair it, we will replace it with a comparable product. If during the first ninety days after installation the replacement product does not perform as specified, you will be entitled to a refund of payments made to us for the replacement product. If the original or replacement product fails to perform due to the use of a non-Pitney Bowes consumable supply or unapproved software/hardware modification, this guarantee will not apply.

## Guaranteed nationwide service

For customers with products requiring onsite support, our nationwide service force will respond to service and preventative maintenance requests as part of your maintenance agreement for hardware.

## Product support

For customers with products supported through our Technical Support Center, assistance is available Monday through Friday, 8:00am until 8:00pm ET exclusive of holidays.

## Rate change protection

With our ability to accommodate a wide range of carriers, we are your rate data source. Also, should you select any of our plans that include software rate protection, we guarantee that you will not be charged for unexpected rate changes within the scope of your plan.

## Operator productivity and training excellence

For all products that we install, our skilled professionals will effectively deliver the agreed upon installation and training services.

At Pitney Bowes, we are committed to maintaining long-term partnerships with our customers.

*We won't be satisfied until you are satisfied.*

*Colin Forrest*

Colin Forrest  
Senior Vice President North America SendTech Sales & Partnerships

For more information, visit us online: [pitneybowes.com](https://pitneybowes.com)



United States  
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Stamford, CT 06926-0700

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DMR-1162



1	MW92705	MailCenter 15in Display
1	PTJ1	SendPro Online-PitneyShip
1	PTJ4	Multicarrier Sending App w HW or Meter
1	PTJ8	SPO-PitneyShip Mailing included w HW
1	PTJC	SPO-PitneyShip Individual
1	PTJN	Single User Access
1	PTK1	Web Browser Integration
1	PTK3	Meter Integration
1	PTKHV	PitneyShip MailCenter Integration
1	SJM2	SoftGuard - 2000
1	STDsla	Standard SLA-Equipment Service Agreement (for MailCenter)

### Your Payment Plan

<b>Initial Term: 48 months</b>	<b>Initial Payment Amount:</b>	
<b>Number of Months</b>	<b>Monthly Amount</b>	<b>Billed Quarterly at*</b>
<b>48</b>	<b>\$ 551.13</b>	<b>\$ 1,653.39</b>

*\*Does not include any applicable sales, use, or property taxes which will be billed separately.  
If the equipment listed above is replacing your current meter, your current meter will be taken out of service once this lease commences.*

- Tax Exempt Certificate Attached
- Tax Exempt Certificate Not Required
- Purchase Power<sup>®</sup> transaction fees included
- Purchase Power<sup>®</sup> transaction fees extra

### Your Signature Below

Non-Appropriations. You warrant that you have funds available to make all payments until the end of your current fiscal period, and shall use your best efforts to obtain funds to make all payments in each subsequent fiscal period through the end of your lease term. If your appropriation request to your legislative body, or funding authority ("Governing Body") for funds to make the payments is denied, you may terminate the lease on the last day of the fiscal period for which funds have been appropriated, upon (i) submission of documentation reasonably satisfactory to us evidencing the Governing Body's denial of an appropriation sufficient to continue the lease for the next succeeding fiscal period, and (ii) satisfaction of all charges and obligations under the lease incurred through the end of the fiscal period for which funds have been appropriated, including the return of the equipment at your expense.

By signing below, you agree to be bound by all the terms of this Agreement, including the Pitney Bowes Terms (Version 2/25), which are available at <http://www.pb.com/statelocalfmvterms> and are incorporated by reference. This lease will be binding on us after we have completed our credit and documentation approval process and have signed below. If software is included in the Order, additional terms apply which are available by clicking on the hyperlink for that software located at <http://www.pitneybowes.com/us/license-terms-of-use/software-and-subscription-terms-and-conditions.html>. Those additional terms are incorporated by reference.

Not Applicable \_\_\_\_\_

State/Entity's Contract# \_\_\_\_\_

Lessee Signature \_\_\_\_\_

Mark R. Stephens

Print Name \_\_\_\_\_

Board Chairman, Triton College

Title \_\_\_\_\_

Date \_\_\_\_\_

Email Address \_\_\_\_\_

Pitney Bowes Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Title \_\_\_\_\_

Date \_\_\_\_\_

**Sales Information**

---

Linda Pachter

linda.pachter@pb.com

---

Account Rep Name

Email Address

PBGFS Acceptance

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17233

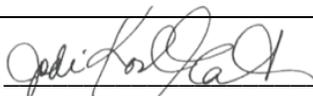
**SUBJECT: PURCHASE OF COLLEGE SOURCE TRANSFEROLOGY  
SUBSCRIPTION UPGRADE**

**RECOMMENDATION:** That the Board of Trustees approve the upgrade of Triton College's current subscription to College Source Transferology Full License, enhancing our capacity to streamline credit transfer processes, provide robust academic advising, and improve overall student experience and retention. The upgrade includes free early access to the subscription having begun in March 2025 until it begins on July 1, 2025. The cost for the upgraded subscription is \$6,088 with an annual 5% increase thereafter, covering the period from July 1, 2025 through June 30, 2026.

**RATIONALE:** College Source Transferology is an essential tool used by students, student support staff and advisors to simplify the transfer process by clearly identifying course equivalencies between institutions. The upgraded subscription offers advanced features including more comprehensive analytics, increased transfer pathway visibility, and improved reporting capabilities. These enhancements directly align with Triton College's strategic goals of improving student retention, increasing enrollment, and optimizing academic planning efficiency.

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**Submitted to Board by:**



Dr. Jodi Koslow Martin, VP of Enrollment Mgt & Student Affairs

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**Board Officers' Signatures Required:**

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**Mark R. Stephens  
Board Chairman**

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**Tracy Jennings  
Secretary**

---

**Date**

Related forms requiring Board signature: Yes  No

## Transferology® Lab Subscriber Agreement and Terms of Use

### 1. Scope

- a. By using the Transferology Lab ("Lab") owned by CollegeSource, Inc. ("CollegeSource") and found at [www.transferologylab.com](http://www.transferologylab.com), the subscriber and its employees ("Subscriber" or "Subscribers") agree to be bound by the following Terms of Use ("Terms").
- b. The Subscriber is subject to the Terms whenever using the Lab, even when no registration process has been completed.
- c. CollegeSource may change the Terms at any time. Changes are published in this document, which is available through a link in the footer of the Lab. Upon the publication of any change, the new Terms apply immediately.
- d. The Terms are the final and entire agreement between the Subscriber and CollegeSource regarding the Subscriber's use of the Lab and supersede any and all previous and contemporaneous oral or written agreements regarding the Subscriber's use of the Lab.
- e. These Terms affect the Subscriber's use of the Lab, not the general Transferology site. Users of Transferology, a public site owned by CollegeSource and found at [www.transferology.com](http://www.transferology.com), are bound by a separate Terms of Use document found at that site.
- f. The Subscriber may not assign any rights or obligations under the Terms to anyone and no third party is a beneficiary of the Terms.
- g. Subscribers agree that the Terms, as well as any and all claims arising from the Terms will be governed by and construed in accordance with the laws of the State of Illinois, United States of America. The sole jurisdiction and venue for any litigation arising out of these Terms will be an appropriate federal or state court located in Cook County, Illinois. The Terms will not be governed by the United Nations Convention on Contracts for the International Sale of Goods.

### 2. Usernames and Passwords

- a. Each user authorized by Subscriber will access the Lab using a unique email and password combination. Subscribers may not share their email and password combinations. The Lab does not support shared email and password combinations.
- b. Subscribers are responsible for maintaining the confidentiality of their passwords. If a Subscriber believes there has been unauthorized access to the Subscriber's account, affected Subscribers should change their passwords immediately and notify CollegeSource of the suspected unauthorized access.
- c. CollegeSource may refuse or revoke any username or password that impersonates someone else, is protected by trademark or other proprietary rights laws, or is vulgar, sexist, racist, or otherwise offensive.

### 3. Limitations

- a. The text, graphics, images, video, design, data, information, organization, compilation, look and feel, advertising, and all other protectable intellectual property, including all improvements, suggestions, and derivations (collectively, the "Content") available through the Lab is the property of CollegeSource and is protected by copyright and intellectual property laws. Users may not do any of the following without CollegeSource's written consent:
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  2. Rearrange or modify the Content.
  3. Copy, scrape, create abstracts from the Content or post the Content on the Internet, including but not limited to websites, weblogs a.k.a. "blogs," social media, bulletin boards, and forums.
  4. Supply third-party entities with access to the Lab for any purpose.
  5. Use the Lab for any unlawful or unauthorized purpose.
- b. CollegeSource has expended considerable time, effort, money, and expertise to compile its data. Be advised that CollegeSource has implemented suitable precautions to detect unauthorized use of the data up to and including seeding the data to detect any unauthorized or unlawful use of the Content.
- c. CollegeSource will terminate or restrict access to the Lab if, in its opinion, Subscribers use of the Lab or the Content violates or may violate any laws, regulations or rulings, infringe on another person's rights, or violates these Terms.
- d. CollegeSource will defend or at its option, settle any claim, action or allegation brought against Subscriber alleging that the Lab or Content infringes any valid U.S. copyright, patent, trade secret, or any other proprietary right of any third party and shall pay any costs, fees, or final judgments awarded or settlements entered into.

### 4. Availability and Accuracy of Content and Services

- a. CollegeSource provides the Lab on an "as-available" basis. CollegeSource does not guarantee 100% uptime. CollegeSource may discontinue or change the Lab, or its availability to Subscribers, at any time.
- b. The Lab and its Content are intended for use by Subscribers to manage the data they submit to CollegeSource for the purpose of inclusion in Transferology and for responding to student requests through Transferology for more information regarding transfer to the Subscriber's institution. CollegeSource makes no guarantees about any other use of the Lab.
- c. The data that appear in the Lab and Transferology are converted from original transfer equivalency information supplied by the Subscribers. Although every

attempt is made to ensure accurate and complete conversion of data, CollegeSource does not guarantee that the information is 100% accurate, complete, or correct. In the event Subscriber's data is incorrect or outdated, CollegeSource shall make every effort to correct and update the data with 48 hours of becoming aware of the concern.

#### 5. Disclaimers and Limitations on Liability

- a. CollegeSource may link to or promote web sites and services from other companies or offer Subscribers the ability to download software from other companies. Users acknowledge that CollegeSource is not responsible for and does not control those web sites, services, or software.
- b. NEITHER PARTY AND ITS DIRECTORS, OFFICERS, AGENTS, AND EMPLOYEES WILL NOT BE LIABLE (JOINTLY OR SEVERALLY) TO USERS OR ANY OTHER PERSON FOR ANY CLAIMS OR DAMAGES ARISING OUT OF OR AS A RESULT OF USERS ACCESS, ATTEMPTED ACCESS OR USE OF THE LABS, INCLUDING WITHOUT LIMITATION, ARISING OUT OF OR RESULTING FROM USERS INABILITY TO ACCESS THE LABS AS A RESULT OF NETWORK OR SERVER DOWNTIME, TRANSMISSION PROBLEMS OR OTHERWISE; ANY INCORRECT INFORMATION IN THE CONTENT; ANY INDIRECT, CONSEQUENTIAL, SPECIAL, INCIDENTAL, PUNITIVE, OR EXEMPLARY DAMAGES, INCLUDING, WITHOUT LIMITATION, LOST PROFITS, LOST SAVINGS AND LOST REVENUES (COLLECTIVELY, THE "EXCLUDED DAMAGES"), WHETHER SUCH LIABILITY IS CHARACTERIZED IN NEGLIGENCE, TORT, CONTRACT, OR OTHER THEORY OF LIABILITY, EVEN IF A PARTY HAS BEEN ADVISED OF THE POSSIBILITY OF OR COULD HAVE FORESEEN ANY OF THE EXCLUDED DAMAGES. IF ANY APPLICABLE AUTHORITY HOLDS ANY PORTION OF THIS SECTION TO BE UNENFORCEABLE, THEN EACH PARTY'S LIABILITY WILL BE LIMITED TO THE FULLEST POSSIBLE EXTENT PERMITTED BY APPLICABLE LAW.
- c. Each party agrees to hold harmless and indemnify the other party, its officers, agents, trustees and employees against any losses, damages, judgments, claims, expenses, costs and liabilities imposed upon or incurred by or asserted against a party, its officers, agents, trustees or employees, including reasonable attorneys' fees and expenses, arising out of the acts or omissions of the other party, its officers, agents or employees, under this Agreement.
- d. Subscriber, as an entity and on behalf of its employees, agents, and students, claims any and all governmental immunity as may be established by or set forth under Federal or Illinois law, rule or regulation

6. The Transferology Lab is for human users only. Any real or perceived use of automated tools to access our site will result in a block of your IP address. 7. Upon creating an account in Transferology, the user agrees and acknowledges that even if he/she opts out of receiving marketing materials, CollegeSource may still send the user essential information relating to the services they have acquired from us.

8. The terms and conditions of the Invoice dated February 25, 2025 is hereby incorporated by reference herein, with the exception of payment terms, which shall be Net 45. There shall be no automatic renewal of the services upon expiration of the subscription on June 30, 2026. Copyright © 2025 CollegeSource, Inc. All rights reserved.



We provide software solutions to institutions of higher education. Our tools help students more effectively plan their academic experiences and graduate on time!

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Thank you, Chip (1957-2024)

Transferology Lab Version: 1.9.6.5, Build: TRNS-LPROD17-JOB1-1 12/10/2024 02:44 PM

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Institution: Triton College

Vendor: CollegeSource Inc.

Signature:

Signature: *Eric Causley*

Name: Mark R. Stephens  
Board Chairman

Name: Eric Causley

Date:

Date: 3/25/25

8090 Engineer Road  
 San Diego, CA 92111  
 Phone: (800) 854-2670

www.collegesource.com

Date	Invoice #
02/25/2025	INV-52198

**Bill To:**

**Triton College**  
 2000 5th Ave.

River Grove, IL 60171

**Ship To:**

**Please make checks payable to:  
 CollegeSource, Inc.**

8090 Engineer Road  
 San Diego, CA 92111  
 FEIN# 20-1009018

Customer ID	Contact Name	P.O. No	Terms
0238380	Pat Rodriguez		Net 30

Qty	Item	Description	Rate	Subscription	Amount
1	58000	Transferology Subscription	\$6088.00	07/01/2025 - 06/30/2026	\$6,088.00
<b>Subtotal</b>					\$6,088.00
<b>SALES TAX</b>					\$0.00
<b>Total</b>					\$6,088.00
<b>Payments/Credits</b>					\$0.00
<b>Balance Due</b>					<b>\$6,088.00</b>

Thank you for your business!

**For your convenience, we accept the following methods of payment:  
 Checks, ACH, EFT, Wire Transfers & Visa/Mastercard**

**If you'd like to pay online via credit card, please [click here.](#)**

For questions concerning this invoice contact Accounting at [customerservice@collegesource.com](mailto:customerservice@collegesource.com).

**Terms**

- Cancel within first 30 days of subscription start date – No Payment Obligations.
- Cancel within 31-60 days of subscription start date – 20% Payment Required.
- Cancel within 61-90 days of subscription start date – 40% Payment Required.
- Cancel within 91 -181 days of subscription start date – 60% Payment Required.
- Cancel over 181 days of subscription start date –100% Payment Required.

**TRITON COLLEGE, District 504  
Board of Trustees**

Meeting of May 20, 2025

ACTION EXHIBIT NO. 17234

**SUBJECT: FY26-FY30 NEGOTIATED AGREEMENT WITH  
TRITON COLLEGE STATIONARY ENGINEERS LOCAL 399**

**RECOMMENDATION:** That the Board of Trustees approve the FY26-FY30 Negotiated Agreement with the Triton College Stationary Engineers (Local 399). The Board of Trustees and the Union have negotiated an extension of the existing agreement as modified with annual increases in salary of 4.5%, 4.5%, 4.5%, 4.5%, and 4.5% over the next five (5) fiscal years.

**RATIONALE:** The proposed agreement has been negotiated between the Triton College Board of Trustees and the Triton College Stationary Engineers and will be effective July 1, 2025 through June 30, 2030. The proposed agreement was ratified by the membership of the Union on May 12, 2025, by vote, with 6 in favor, and 0 (zero) against.

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*Sean Sullivan*

**Submitted to Board by:** \_\_\_\_\_  
Sean O'Brien Sullivan, Vice President of Business Services

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**Board Officers' Signatures Required:**

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**Mark R. Stephens**  
Chairman

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**Tracy Jennings**  
Secretary

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**Date**

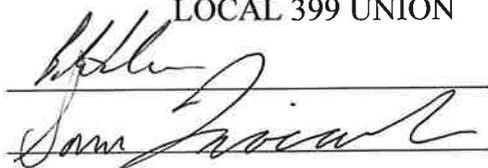
Related forms requiring Board signature: Yes  No

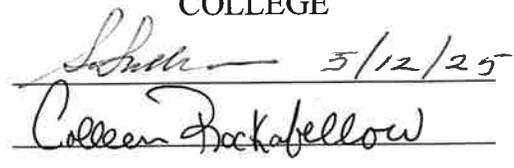
Tentative Settlement of the Collective Bargaining Agreement between the bargaining teams of the Board of Trustees and IUOE Local 399. The parties by signing below agree that the information, number 1-6 are the totality of the joint settlement Agreement of the successor agreement to the CBA ending 6/30/2025 between Local 399 and Triton College. Final Language to follow.

**Executed May 12th, 2025 at 3:45 PM**

1. Any employee paid greater than the starting pay shall receive the following increases:
  - a. FY 2026 – 4.5%
  - b. FY 2027 – 4.5%
  - c. FY 2028 – 4.5%
  - d. FY 2029 – 4.5%
  - e. FY 2030 – 4.5%
  - i. Chief and Assistant Chief Differentials shall be paid at 12% and 6.25% above the highest base pay rate shown in section 1.i. of this proposals (to be replaced Article VI of the agreement).
  - ii. Existing Engineers at \$63.26 will follow the scale below:
    1. FY 2026 - \$66.11 (\$137,501.95)
    2. FY 2027 - \$69.08 (\$143,696.70)
    3. FY 2028 - \$72.19 (\$150,152.29)
    4. FY 2029 - \$75.43 (\$156,912.18)
    5. FY 2030 - \$78.24 (\$163,954.65)
2. Starting pay schedule (In compliance with the State Certified Rate):
  - a.
 

Starting Pay			Year 1	Year 2 (2.25%)	Year 3 (2.25%)	Year 4 (2.25%)	Year 5 (2.25%)
			\$122,600.00	\$125,358.50	\$128,179.07	\$131,063.10	\$134,012.01
3. Shift differential for second and third shifts: employees shall be paid at 10% of their base hourly rate.
4. The vacation accrual schedule shall remain the same. The amount employees are allowed to carry over shall be increased by 5 days – from 35 to 40 vacation days.
5. Juneteenth and Election Day will be added as holidays, effective only as identified in state or federal law.
6. The college agrees to insert standards in the contract for the trainee position.

LOCAL 399 UNION  
  
 \_\_\_\_\_  
 \_\_\_\_\_

COLLEGE  
  
 \_\_\_\_\_  
 \_\_\_\_\_

Fall 2025-Triton College Credit Schedule

The following firms have been invited to submit bids for printing the Fall 2025-Triton College Credit Schedule. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Thirty-one (31) companies were directly solicited. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Thursday, April 24, 2025, the bids were publicly opened and read aloud in room A-300 by Danielle Stephens, Purchasing Manager and witnessed by Belen Hernandez, Purchasing Assistant.

COMPANY	NET COST
Woodward Printing Services 11 Means Dr Platteville, WI 53818	\$24,174.18

It is recommended that the Board of Trustees accept the proposal submitted by Woodward Printing Services in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

APPROVED:

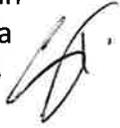


Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	01-80300520-540200005
A/C Name	Marketing-Printing
Budget	\$ 293,000.00
Prev. Expend	262,149.73
Schedule	24,174.18
Balance	6,676.09

MEMORANDUM

To: Sean Sullivan  
From: Sam Tolia  
Date: 04/28/25  
Re: Bid Results



Four printers submitted a bid for the printing of the Fall 2025 Triton College Credit Schedule. These bids are based on printing 145,000 copies at 32 pages plus cover. The cover prints four-color on 80# Gloss Enamel Text and the body prints four color on 30# Newsprint. Also included in the bid is an electronic proof (PDF), saddle stitching, storage and simplified mailing.

The bid is as follows:

Breese Publishing Company	\$29,289.71
Indiana Printing and Publishing Company	\$27,109
K. K. Stevens Publishing	\$27,104.91
Woodward Printing	\$24,174.18

Accepting the bid from Woodward Printing is recommended.

## **SPECIFICATIONS**

### **Name**

Fall 2025 Triton College Credit Schedule

### **Pages**

Please provide quote for 32 pages plus cover;  
quote cost of plus or minus four-page signatures.

### **Quantity**

145,000; give price for additional M's.

### **Size**

Tabloid format; 8.25" x 10.75"

### **Ink**

Cover: Four color process. Body: Four color process.

### **Paper**

Cover: 80# gloss enamel text    Body: Good quality 30# newsprint  
Note: Clearly indicate whether or not cost of paper is included in base price of bid.

### **Bleeds**

Cover bleeds four sides. Body does not bleed. (Finished trim size is 8.25" x 10.75.")

### **Bindery**

Saddlestitch.

### **Copy**

Files provided via email approximately May 30, 2025.

### **Proofs**

A PDF of the complete job is to be submitted to Triton College for approval before printing.

### **First Delivery**

1,500 schedules are to be delivered approximately July 1, 2025 in easy-to-handle bundles not to exceed 40 lbs. in weight to: Triton College Warehouse, 2000 Fifth Ave., River Grove, IL 60171

### **Second Delivery**

143,500 copies to be prepared for simplified mailing and delivered approximately July 1, 2025 to the Palatine Post Office Facility, 1300 E. Northwest Highway, Palatine, IL 60095-9997.

SCHEDULES PREPARED FOR MAILING SHOULD WEIGH NO MORE THAN 1,500 POUNDS PER PALLET. THE POST OFFICE WILL NOT ACCEPT ANY SKIDS WEIGHING MORE THAN THIS. IF THE POST OFFICE REJECTS SKIDS DUE TO OVERLOADING, IT IS THE PRINTER'S RESPONSIBILITY TO CORRECT THE SITUATION.

IT IS ALSO EXTREMELY IMPORTANT THAT THE WEIGHT OF THE EMPTY PALLET BE WRITTEN ON THE SIDE OF THE PALLET AS WELL AS ON THE PS FORM 3602. DRIVER MUST PRESENT ONE SAMPLE COPY TO THE POST OFFICE UPON ARRIVAL/DROPOFF. THE PALLETS MARKED FOR VARIOUS TOWNS/ZIP CODES SHOULD HAVE THE SLIP OR IDENTIFYING TAG ON THE OUTSIDE OF ALL PACKING. IT CANNOT BE COVERED BY PLASTIC OR ANY OTHER MATERIAL.

Quote cost per thousand for simplified mailing.

Printer MUST provide Triton College with a CASS-certified Mailing List or subscription that is valid within 90 days before the mailing date. (Please submit with your final bid.)

The mailing is prepared by the printer in accordance with the Domestic Mail Manual Eligibility Standards (343.6.0)

Printer should also reference DMM (345.6.0 up to and including 345.6.10.6) to be assured all Postal Regulations are met. (Triton College CANNOT make any exceptions to these requirements.)

Printer should furnish to Lori Silvestri at Triton College, Room N-100, a completed, signed receipt of all SCHEDULES DELIVERED, INCLUDING THOSE SENT TO THE POST OFFICE.

In the event that you have any questions regarding the mail preparation, you can contact Lori Ann Silvestri at [lorisilvestri@triton.edu](mailto:lorisilvestri@triton.edu) or (708) 456-0300, Ext. 3812.

It will be assumed by Triton College that all bids meet the above specifications unless otherwise specifically stated in proposal.

If additional information or clarification is needed, please phone Sam Tolia at (708) 456-0300, Ext. 3172.

Vendor Name:	Indiana Printing	Breese Publishing	Woodward Printing	K.K. Stevens
145,000 copies, 32 pages plus cover	\$ 27,109.00	\$ 27,114.71	\$ 21,959.18	\$ 27,104.91
Additional signatures + 4	\$ 932.00	No Bid	\$ 3,413.01	\$ 7,885.88
+ 8	\$ 2,038.00	\$ 29,759.26	\$ 4,320.78	\$ 4,331.45
+ 16	\$ 4,006.00	\$ 32,272.82	\$ 6,077.33	\$ 6,025.37
Less signatures - 4	\$ 846.00	No Bid	\$ 907.78	\$ 444.12
- 8	\$ 1,693.00	\$ 22,220.54	\$ 1,756.55	\$ 1,001.37
- 16	\$ 3,725.00	\$ 19,695.04	\$ 3,960.07	\$ 3,634.16
Additional M's	\$ 183.22	\$ 186.99	\$ 171.21	\$ 155.81
Ink : Cover: 4 color (process). Body: 4 color(process)	Included	Included	Included	Included
Paper: Cover: 80# Gloss Enamel Text	Included	Included	Included	Included
Body: 30# Newsprint	Included	Included	Included	Included
Bindery	Included	Included	Included	Included
Copy	Included	Included	Included	Included
Proofs	Included	Included	Included	Included
Delivery	Included	\$ 1,475.00	\$ 2,215.00	Included
Simplified mailing	Included	\$ 700.00	Included	Included
<b>Total</b>	\$ 27,109.00	\$ 29,289.71	\$ 24,174.18	\$ 27,104.91

2025 Ford F150 P/U Truck

Recommending Board of Trustees approval to award purchase of one (1) new 2025 Ford F150 P/U Truck. The vehicle will be added to the O & M fleet and will replace one (1) existing F150 P/U of 18 years old.

COMPANY  
Morrow Brothers Ford  
1242 Main Street  
Greenfield, IL 62044

NET COST  
\$39,528.00

It is recommended that the Board of Trustees approve the purchase of one (1) 2025 Ford F150 P/U. Bid obtained through the State of Illinois Department of Central Management Services, Procurement Service Division (PSD) contract number 21-416-P-29479.

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number FY26	02-70300510-580700005
A/C Name	GRM-Service - Equipment
Budget	\$194,000.00
Prev. Expend.	\$0.00
Schedule	\$39,528.00
Balance	\$154,472.00

2025 Ford Transit Service Van

Recommending Board of Trustees approval to award purchase of one (1) new 2025 Ford Transit Service Van. The vehicle will be added to the van fleet and will replace one (1) existing van of 17 years old.

COMPANY	NET COST
Landmark Ford 2401 Prairie Crossing Dr. Springfield, IL 62711	\$47,982.00

It is recommended that the Board of Trustees approve the purchase of one (1) 2025 Ford Transit Service Van. Bid obtained through the State of Illinois Department of Central Management Services, Procurement Service Division (PSD) contract number Boss-4-B-28544.

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70300510-580700005
A/C Name FY26	GRM-Service - Equipment
Budget	\$194,000.00
Prev. Expend.	\$39,528.00
Schedule	\$47,982.00
Balance	\$106,490.00

Trash Removal / Recycling Service 2025

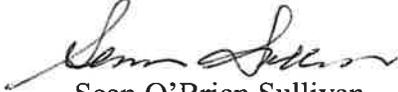
5 firms submitted bids for the Trash Removal / Recycling Services 2025. An advertisement for bid was placed in the Chicago Tribune - West Cook County Zone. Immediately after the closing hour for receiving bids, which was at 1:30 p.m. local time, Tuesday, April 8, 2025, the bids were publicly opened and read aloud in room A-300 by John Lambrecht, Operations & Maintenance and witnessed by Danielle Stephens, Purchasing, Steve Mazurek and James Pechacek, O & M, and representatives from Independent Recycling, Lakeshore Recycling, Waste Management, and Flood Brothers.

It is recommended that the Board of Trustees accept the proposal submitted by Flood Brothers in accordance with their low specified bid. This item was competitively bid according to state statutes.

Recommendation along with tabulation is attached.

COMPANY	NET COST
Flood Brothers Disposal Co. 17W609 14 <sup>th</sup> St. Oakbrook Terrace, IL 60181	\$247,272.00

APPROVED:



Sean O'Brien Sullivan  
Vice President – Business Services

A/C Number	02-70600510-570700015
A/C Name	Utilities – Refuse Disposal
Budget FY26	\$ 1,611,400.00
Prev. Expend.	\$ 1,130,000.00
Schedule	\$ 80,000.00
Balance	\$ 401,400.00
Budget FY27	\$ 1,611,400.00
Prev. Expend.	\$ 1,175,200.00
Schedule	\$ 82,400.00
Balance	\$ 353,800.00
Budget FY28	\$ 1,611,400.00
Prev. Expend.	\$ 1,222,208.00
Schedule	\$ 84,872.00
Balance	\$ 304,320.00

## Memorandum

April 18, 2025

To: Sean Sullivan  
V.P. Business Services

From: John Lambrecht  
Associate Vice President, Facilities



RE: Trash Removal / Recycling Services 2025



Operations & Maintenance

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Triton College received 5 bids from vendors for Trash Removal / Recycling Services – 2025.

The lowest, qualified bidder was Flood Brothers Disposal Co., in the Amortized Bid amount of \$247,272.00.

The Amortized Bid Amount is based on FY26, FY27, and FY28 trash and recycling services.

I have carefully reviewed all bids and recommend that the bid should be awarded to Flood Brothers Disposal Co. in the amount of \$242,272.00.

Thanks, and please feel free to call with any questions,

John

Triton 2025 Trash / Recycling  
Bid Tabulation

	Flood Brothers	Republic	Lakeshore	Waste Management	Independent Recycling
Trash					
A - Per Haul / Per Ton	\$375 / \$0.00	\$125 / \$64	\$195 / \$65	\$260 / \$63	\$290 / \$70.95
B - Per Month / Per Pull	\$154 / \$25	\$278 / \$69.50	\$289 / \$33.30	\$230.00	\$310 / \$55
C - Per Month / Per Pull	\$60 / \$20	\$80 / \$20	\$122 / \$28.11	\$94.00	\$120 / \$40
D - Per Month / Per Pull	\$120 / \$20	\$258 / \$64.50	\$175 / \$20.17	\$188.00	\$235 / \$50
E - Per Month / Per Pull	\$60 / \$20	\$80 / \$20	\$122 / \$28.11	\$94.00	\$120 / \$40
F - Per Month / Per Pull	\$126 / \$20	\$258 / \$64.50	\$175 / \$20.17	\$188.00	\$235 / \$50
G 10 Yard Roll Off Per Pull / Per extra Ton	\$240 / \$52	\$253 / \$64	\$290 / \$65	\$340 / \$63	\$450 / \$70.90
H 20 Yard Roll Off Per Pull / Per Extra Ton	\$325 / \$52	\$253 / \$64	\$290 / \$65	\$340 / \$63	\$470 / \$70.90
I 30 Yard Roll Off Per Pull / Per Extra Ton	\$395 / \$52	\$381 / \$64	\$425 / \$65	\$488 / \$67	\$490 / \$70.90
J 20 Yard Landscape Roll Off / Per Pull / Per Extra Ton	\$325 / \$52	\$253 / \$64	\$350 / \$90	\$340 / \$63	\$470 / \$70.95

Compactor Rental	\$ 100.00	\$ 200.00	\$ 625.00	\$ 550.00	\$ 450.00
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Recycle

A - Per Haul / Per Ton	\$120 / \$0.00	\$175 / \$64	\$195 / \$65	\$197.00	\$290 / \$45
B - Per Month / Per Pull	\$40 / \$20	\$108 / \$27	\$115 / \$26.50	\$90.00	\$140 / \$40
C - Per Month / Per Pull	\$25 / \$20	\$75 / \$18.75	\$68 / \$15.67	\$45.00	\$45 / \$25
D - Per Month / Per Pull	\$35 / \$20	\$100 / \$25	\$72 / \$16.59	\$70.00	\$125 / \$35
E - Per Month / Per Pull	\$35 / \$20	\$100 / \$25	\$72 / \$16.59	\$70.00	\$125 / \$35
F - 5 96 Gallon Food Scrap Per Month / Per Pull Each	\$40 / \$15	\$125 / \$25	\$220 / \$10.14	\$500 / \$25	\$640 / \$35
G - Metal Scrap Per Haul / Per Ton	\$0.00 / Market	\$276 / Market	\$350 / Market	\$200 / Market	\$350 / Market

Shredding Per Pound	\$ 0.25	No Bid	No Bid	\$265 (20 95Gallon Totes)	\$ 0.90
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Year 2 % Increase	3%	4%	5%	6%	7%
Year 3 % Increase	3%	4%	5%	6%	7%